# Village of Williams Bay – Online Tax Payment Instructions

You will need to pay your property taxes through Walworth County’s Ascent Land Records. <https://ascent.co.walworth.wi.us/LandRecords/PropertyListing/RealEstateTaxParcel#/Search>

**Step 1.** Once you click on the link, you will need to find by parcel by selecting “Village of Williams Bay” as Municipality and searching by Parcel ID **or** Street Number (***only*** the number) **or** Street Name (do not include St., Dr. etc.) **or** by First Name and/or Last Name. Do not try to enter a combination of any of these search options – only one subject should be searched:



# Example (Village of Williams Bay owned properties):



**Step 2.** Once you have found your property, click on the red parcel number (outlined above), a link to the property details:

Ensure in the Select Detail dropdown you select **Taxes**

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**Step 3:** The Tax History information will take a moment to load and then click **Pay Taxes**

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**Step 4:** The shopping cart will populate. If multiple parcels with the same mailing address are found, you can add them to the shopping cart by clicking the **Add To Cart** link.

You will also have the option to add additional parcels with different mailing addresses by clicking ***Add Additional Parcel(s)*** which will bring you back to Step 1.

# Important: the shopping cart will generate the total amount due. If you wish to pay your first installment or a portion of your tax payment, then you must update here.

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**Step 5.** Once you have all the parcels that you wish to add to your payment click **Pay.**

**Step 6.** A pop up will generate alerting you that you are leaving Walworth County’s website. Click **OK** to continue or **Cancel** to return to the shopping cart:



**Step 7.** Clicking **OK** will take you to an acceptance page that will inform you of the fees associated with making a payment online. Select a payment method and click **Make Payment** to continue:

***NOTE:*** *THE FEES LISTED BELOW ARE FOR EXAMPLE PURPOSES ONLY. ACTUAL FEES ARE AS FOLLOWS:*

2**.**35% on the total amount due for Visa Credit/Debit, MasterCard Credit/Debit, American Express and Discover. *($15.00 chargeback for declined payments)*

$0**.**50 for e-check. *($15.00 NSF Fee)*



**Step 8.** Enter payor detail and click **Submit Payment.** The example below is for an E-Check payment:



**Step 9.** Your **pending receipt** will open, and you can then download or print for your records. Your payment will be finalized in the next **two business days**.

After two business days, you can confirm by checking your Tax History (Step 3). Your payment amount will be reflected under **Paid to Date.**

If you would like an email copy of your official receipt, send your request to treasurer@vi.williamsbay.wi.gov