

## How to Pay Your Wood County Property Taxes Online

The Tax Inquiry Online Payment System can be found online at [woodcountywv.com](http://woodcountywv.com) by clicking on the “Services” tab and then “Tax Inquiry,” the second option in the drop-down menu. Doing so will take you to a screen titled “Online Tax Record Search.” This is your best tool for checking on your property taxes. If you know what taxes you are looking for, then click on either “Tax Payment” or “Pay your Taxes Online” options, to take you to the Online Property Tax Payment Screen. It is important to make sure the screen says “Online Property Tax Payment”, or the system will have you search for the same information twice.

When you have reached the “Online Property Tax Payment” screen, please choose only one search category. Searching by taxpayer last name then first name will bring up any tax records associated with that taxpayer’s name. It is important to spell correctly. You may also want to try searching both with and without a middle initial to ensure you view all records for that name. Searching with taxpayer account number will result in any records associated with that account number; if you have multiple years owed, it will show all years owed for that account. If you are searching with tax year and ticket number it will result in only one record, the specific tax ticket you searched for. Or, if you are looking for a specific Real Estate property, then searching by map and parcel will result in any tax records for that specific Property.

If you are having trouble, you can alternatively select “instructions” and a helpful menu will pop up, further explaining the search functions and possible troubleshooting options.

Enter your preferred method of search, then select the “Search By” option of the same row. This will take you to a screen that displays the unpaid property tax records that match the information you have put in.

You will see the option to pay based on what is still owed on the tax ticket. If you have multiple years of taxes owed, with delinquent years; ‘Please Call’ will appear until you satisfy the delinquent years owed. You will need to start with the oldest unpaid record, pay it, and repeat that process until you reach the current year. The system will not allow you to pay current and delinquent years at once. If you experience difficulties, you can contact our office at (304) 424 – 1910 and a tax deputy will assist you further.

If the ticket has no payments recorded and is not delinquent, you are given the option of either 1st or Full. If you have already paid first half, then you would have the option of 2nd. You should review all ticket information on the record displayed to ensure accuracy, then select your payment by clicking the box underneath. If you have multiple tax tickets to search for, click ‘select more’. Once all your tickets are selected, click the green ‘Select/Review’ button.

A box will appear showing “Tickets Selected for payment” and will list any tax tickets you have selected. If you are sure the tickets selected for payment are correct, you can enter your e-mail

address in the box provided. Then click, PAY. A disclaimer will appear asking you to Review Your Selections. This is your final opportunity to review your selections before entering payment information. You can verify the ticket number and amount due before proceeding. Selecting “Process” will transfer you to the secure Certified Payments website in order to enter payment information.

On this screen you will need to select your payment method; VISA, MasterCard, American Express, or Discover. A 2.35% convenience fee will be applied to your total; this fee will be calculated once you choose your method of payment. Once you have reviewed your payment details, scroll down and enter your payment information including card number, expiration date, security code, name, billing address, telephone, and email. Then click the Green “Next” box. Review your payment information a final time. Then confirm that you’re not a robot; reCAPTCHA may prompt you to answer a picture question before allowing you to proceed. Finally, read the Legal Notice and select ‘I Agree’ before selecting Process Payment. A final “Confirm Payment” will appear, reminding you that this is your last opportunity to review and change any information. Select YES to process the payment.

The next page will display your digital receipt. You can review payment details and billing information used in the payment. A Result of Approved or Declined will show. If your payment was declined, you will need to follow up with your financial institution for an explanation. If your payment was Approved – you can select “Print this Page.” A pop-up for your printer settings will appear and you can print a copy of your digital receipt.

When you select “Next” you are directed to the “LookUp” records menu; available only for payments made online using the e-mail address you used when you processed your payment, and the account number listed on the Certified Payments receipt. For records on other payments, please use the Online Tax Inquiry, linked on the screen.

Once you input the information from the payment you just made; select “Get Records” then select the ticket number; this will display a Tax Receipt you can print for your records, using the “Print” button at the bottom of the page. You must have your printer settings adjusted to allow “print background” in order to print this tax receipt with the watermarks.

**Call (304) 424 – 1910 to speak with a tax deputy for further assistance with online payments.**