

Payment Options

IN PERSON

Taxes can be paid at the Treasurer's office, 212 North Main Street, Bowling Green during regular business hours, Monday through Friday, 9:00 a.m. to 5:00 p.m. County transactions (including personal property taxes, real estate taxes and utility bills) must be paid with cash or check. There is an ATM in front of the building for your convenience. There is also a drop box in front of the County Administration building to drop off payments after hours.

Taxes for the exact amount printed on the bill can also be paid at the Caroline County branches of Union First Market Bank (Bowling Green or Ladysmith). Caroline County utility bills can also be paid at these branches.

BY MAIL

Any payment can be mailed to the Caroline County Treasurer's office at:
PO Box 431
Bowling Green, VA 22427

You can also avoid waiting in line by mailing your taxes by the due date. A convenient return envelope is enclosed with your bill. The official US postmark will be used as the posting date. If you would like a receipt returned to you for your payment, please enclose a self-addressed stamped envelope with your payment.

ONLINE WITH E-TREASURER

You can view your personal property and real estate information online by using the e-treasurer site <https://e-services.co.caroline.va.us/applications/trapps/index.htm> . Your tax payment history and details of your billing are available anytime, day or night. You may also purchase a new decal, set up pre-payment, or pay your utility bill for Caroline County Utilities. Below is the current list of available services:

- **Real Estate Tax Public Inquiry** – View real estate bills and payment histories in detail.
- **Personal Property Tax Inquiry** – View your personal property tax bills and payment history in detail. Citizens may access their personal property tax information by using either their account number or by a self created PIN. Users will also find information about PIN's and a link to create a PIN on the "Personal Property Tax Inquiry" page.
- **Look Up Real Estate Taxes Paid** – View and/or print paid real estate bills paid during a calendar year in summary. This option is valuable when filing your federal and state income taxes.
- **Look Up Personal Property Taxes Paid** – View and/or print paid personal property bills during a calendar in summary. This option is valuable when filing your federal and state income taxes.
- **Pay Taxes** – You may pay your County taxes here by Credit Card (Visa, MasterCard, and Discover accepted). Credit Card transactions are processed through PayPal and convenience fees apply. Payments processed by midnight on a due date are considered on-time.
- **Pay Utility Bills** – You may pay your Caroline County Utilities bill by Credit Card (Visa, MasterCard, and Discover accepted). Credit Card transactions are processed through PayPal and convenience fees apply.

- **Purchase Vehicle License** – You may purchase a permanent decal for a new vehicle by credit card (Visa, MasterCard and Discover accepted). Credit Card transactions are processed through PayPal and convenience fees apply.
- **Pre-Pay Real Estate and Personal Property Taxes** – You may pre-pay your bill or a partial amount of your bill before the bills are issued.

E-treasurer site - <https://e-services.co.caroline.va.us/applications/trapps/index.htm>

ONLINE WITH OFFICIAL PAYMENTS

Credit card payments may also be made using Official Payments online. Visit

<https://www.officialpayments.com/index.jsp> to pay your taxes online through their secure server.

(American Express, Visa, Mastercard, Discover accepted.) A convenience fee will be charged for each credit card payment.

BY TELEPHONE WITH OFFICIAL PAYMENTS

You can pay your taxes by credit card using one of the following convenient methods:

By Telephone: Dial 1-888-2PAY-TAX (1-888-272-9829) from any touch-tone phone. You will need the jurisdiction code for Caroline County (1064), your account number, a valid credit card number, and a daytime telephone number. This service is available 7 days a week, 24 hours a day. (Visa, Mastercard, American Express, Discover accepted.)

PRE-PAYMENT OF TAXES

Pre-payment plans are available for your real estate and personal property bills. The pre-payment option allows you to make tax payments weekly, monthly or quarterly. Pre-payment plans help citizens spread out the cost of their taxes by allowing them to prepay all or part of their bill before the June 5th and December 5th deadlines. This process helps minimize the amount due on each deadline and the amount of each payment is entirely up to you. Pre-payment plans can be paid online or with a check or money order.

If you are interested in making payments in this manner, visit <https://e-services.co.caroline.va.us/applications/trapps/index.htm> To pay with check or money order, print out the pre-payment voucher form by visiting <http://www.visitcaroline.com/treasprepayv.pdf> and mail a voucher with payment to Caroline County Treasurer's Office, P.O. Box 431, Bowling Green, VA, 22427.

Payments made before April 10 will be reflected on your first half bill due June 5 and payments made before October 10 will be reflected on your second half bill.

Taxes from previous years must be paid in full in order for a pre-payment plan to be established.

Payments are applied to the oldest bill first. Please note, pre-payment vouchers are not for delinquent tax bills. To discuss payment plans for delinquent accounts, please contact our Compliance Department at (804) 633-5045.



AUTOMATIC BANK DRAFT

You can also opt to have the Caroline County Treasurer's Office automatically draft your bank account. Payment terms can be set up for semi-annually or monthly. Optional monthly dates are as follows: 1st, 3rd, 5th, 10th, 15th, 20th, 25th or last business day of the month.

To take advantage of this payment program complete the Authorization Agreement for Preauthorized Payments at <http://www.visitcaroline.com/treasautagree.pdf> and submit it by mail with a voided check to the Treasurer's Office, PO Box 431, Bowling Green, VA, 22427.