



MILAN

Connect with what matters

147 WABASH STREET, MILAN MI 48160

PHONE: (734) 439-1501

[www.milanmich.org](http://www.milanmich.org)

## Online Credit Card Payment Portal

The City of Milan's online payment portal for property taxes and utility bills has recently been updated to provide you with enhanced features and easier navigation!

The online payment portal can be found in the City of Milan's Homepage at [www.milanmich.org](http://www.milanmich.org).

Click "**How Do I...**" button at the top of the page then click the "**Make Payments Online**" link. You will be redirected to the City's online payment site.

Click "**Sign In**" in the upper right hand corner of the page and follow the prompts

If you do not have a user account, you are still able to make an online payment without creating an account.

Below are general instructions to make an online payment.

***Note:** The example used in this document is of an online Property Tax payment. This site also facilitates the taking of payments for delinquent tax bills, building permits, special assessments, miscellaneous receivables invoices, and utility bills.*

1. On the menu located on the left side of the page, choose **Tax Payments (or Utility Billing Payments depending on what you are paying)** beneath the Online Payments section:

▲ Online Payments

- Building Department Payments
- Delinquent Personal Property Payments
- Tax Payments
- Utility Billing Payments

2. Search for your account using either Name, Address, or Parcel Number or Account Number (Location ID):
3. Click on your record from the Search Results screen:
4. The next page provides you with a summary of outstanding balance(s) and an area to type in the amount you wish to pay:
5. Enter the payment amount and click the **Pay [season] Taxes (or Utility Billing)** button. You will be directed to the website of our credit card payment processor. From there, enter your credit card information and phone number. **NOTE: There is a 3% convenience fee applied for property tax payments ONLY!**
6. Once the process is complete, you will be given a receipt confirming payment. Please save this for your records. *Note that the payment may not be immediately reflected online.*

## Other Payment Options

- **In Person at City Hall:**
  - o Monday through Friday 8am – 4pm
  - o Cash, checks, and credit cards accepted
  - o Credit card payments will have a 3% convenience fee applied for **property tax payments ONLY**
  
- **Drop Box:**
  - o During or after business hours
  - o Located outside the front doors of the Milan Police Department (next door to City Hall)
  
- **Interactive Voice Recorded (IVR):**
  - o Via telephone at **(855) 844-7643**
  
- **Automated Payment Programs (ACH):**
  - o Available for property taxes or utility bills
  - o No charge for the service
  - o Forms available online at <http://www.milanmich.org/cityhall.html> or at City Hall
  
- **Mail to City Hall:**
  - o Payments for all services are accepted EXCEPT delinquent real property tax payments
  - o Postmarks are NOT accepted
  - o Mail to:  
**City of Milan**  
**Treasurer's Office**  
147 Wabash Street  
Milan, MI 48160
  
- **Mail to Property Tax Lockbox:**
  - o **Current year property tax payments ONLY**
  - o Do NOT send utility payments here
  - o Postmarks are NOT accepted
  - o Mail to:  
**City of Milan**  
Dept. #77069  
P.O. Box 77000  
Detroit, MI 48277-0069