

# City of Chillicothe Income Tax Announcement

## Credit Card Payment

Pay your City of Chillicothe Income Tax with American Express, MasterCard, Discover or VISA starting, **Monday, AUGUST 21, 2017.**



Credit card payments may be made by telephone or in person at the City Income Tax Department located in the City Administration Building. Transactions completed by the end of the business day, on the due date are timely and will not be charged a penalty.

## Fee For Use

A fee is charged for this service by the processor, First Data. **This fee is not charged by the City Income Tax Department and the City receives no portion of this fee.** The credit card service provider charges a fee of 2.29% plus \$0.19 for every transaction regardless of type of card. You will be told the amount of the fee before you complete the transaction and may cancel the transaction before it is completed.

## Pay By Phone

To pay by phone, a 3.29% plus \$0.19 fee is charged for this service.

You will need the following information to complete a payment:

- The type of tax (withholding, business return, or individual return)
- Your account number
- Your credit card information
- The amount of tax payment

The system will:

- Provide you with a confirmation number. Please write down and retain this number.