Instructions for Paying Property Tax - RESIDENTIAL

Step 1: Visit City Municipality Website

- Go to the official City Municipal Council website.

Step 2: Locate the Property Tax Section

- On the homepage, navigate to the **'Property Tax'** section.
  - Look for "Pay Property Tax Online" or a similar option in the services section or homepage banners.

Step 3: Enter Property Details

- Once on the property tax payment page, enter your **Property Identification Number (PID)** or **Assessment Number** as provided in your previous property tax receipt.
  - If you don't have the PID/Assessment number, you can search by owner name, address, or other available options.

Step 4: Verify Tax Details

- The system will display the amount of property tax due for your property.
  - Review the details carefully, ensuring that all property information and tax amounts are correct.

Step 5: Choose Payment Option

- After verifying the amount, select the **'Proceed to Pay'** option.
  - You'll be prompted to choose a payment mode:
    - **Net Banking**
    - **Debit/Credit Card**
    - **UPI Payment**

Step 6: Complete the Payment

- Enter your payment details and complete the transaction.
  - Once the payment is successful, a receipt will be generated.

Step 7: Download/Print Receipt

- Save or print the receipt for your records. This will serve as proof of payment.
  - The receipt is often emailed to you as well, depending on the platform.

Offline Payment Option (if required)

- In case you prefer offline payment:
  1. Visit the **Municipal Office** during working hours.
  2. Carry your **previous year's property tax receipt** and any other necessary documents.
  3. Head to the **Property Tax Collection Counter** and provide your property details.
  4. Make the payment in cash, cheque, or demand draft.
  5. Collect the receipt after payment.