

These instructions are for paying your City of Delaware miscellaneous invoices and NOT for City Utility bills or City Income Tax payments. If you need instructions for paying City of Delaware-issued Utility bills or City Income Tax payments, hit your back arrow and select that link.



What you'll need to pay online:

Your card [debit or credit]

Your City of Delaware invoice.

Your City of Delaware customer number [i.e. 99*0####*1; replace the #s with your account number].

Here's what you'll do:

1. From our website, [www.delawareohio.net] click on the "Make a Payment" icon on the left side of the main page., Then click on the Official Payments or Debit/Credit [bottom of page] and it will take you to the Official Payments website.
2. Select "Local Payments".
3. Enter a Jurisdiction code of **4591**, then click "Make Payment". Select **Miscellaneous Payments** from the Payment Type drop-down. Click Make Payment again.
4. Enter your payment amount. Click 'Continue'
5. To continue, agree to the payments terms. For each \$300 or less payment, you'll be charged a fee of \$3. If you're invoice is greater than \$300, you'll need to repeat the process for each multiple of \$300. [example; if you owe \$630, you'll perform this process 3 times total, 300+300+30, and be charged \$9 in convenience charges by Official Payments]
6. Enter the required information and include an email address if you want a confirmation emailed to you. **IMPORTANT:** For 'Account Number', enter your City Customer Number that begins with "99" and substitute the "*" with a decimal ["."]. Click 'Continue'.
7. Confirm your payment and information and click 'Submit'.
8. Write down your confirmation number [if you didn't enter an email address above].

That's it! Official Payments also allows you to sign up so you don't have to enter all the information every time. Just select "My Account" from their webpage.

Also, you may make a payment from a touch-tone phone, land-line or cell, by calling Official Payments at 1-800-2PAY-TAX [1-800-272-9829]. You'll need to enter Jurisdiction code **4591** at the prompt. Then just follow the instructions.