How to Look Up Your Tax Map No./Parcel ID No. and Make a Payment

1. Before you begin your search for your property tax information, please make sure you have your **Tax Map #** available from your **Tax Bill**. To access your **Tax Bill**, go to your town's website using the **Tax Receiver's** document. Your **Tax Map #** is labeled as **SCTM** (Suffolk County Tax Map) or **Suffolk County Tax Map number** on your **Tax Bill**. Below is an example from the Town of Brookhaven **Tax Bill**.

    PHYSICAL ADDRESS: Please make sure the address is correct
    SCTM: xyxy - xyx.xy-xy.xy-xyx.xyx
    ITEM NUMBER: This number is used for the towns of Brookahven and Southampton

2. On the website, your **Tax Map #** is referred to as the **Parcel ID**. The **Parcel ID** number is a **23-digit number** and your **Tax Map #** is a **19-digit number**. To make your **Tax Map #** a **Parcel ID** number, you will need to add **4 zeros** (0000) to the end of your **Tax Map #**. (ex.: xyxyxyxyxyxyxyxyxyxyx0000). This will be discussed later in the document.

3. For the towns of **Brookhaven** and **Southampton**, you will need your *item number* (reference shown above) from your **Tax Bill.** Your *item number*, a 7-digit number (**XX-XXXXX**), will be used as part of a **Parcel ID** number to look up your property taxes. We will show you in the next few steps on how to use your *item number* as part of the **Parcel ID**.

4. Once you have your information, click on the **Property Look-up** link to begin the search for your property taxes.

    Suffolk County Payments

    Property Look-up ←
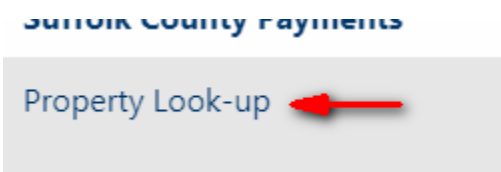
5. When you enter the **Tax Map #** in the search window, you will enter it as indicated above with no dashes or periods. Your entry would look like this: xyxyxyxyxyxyxyxyxyxyx0000. For the towns of **Brookhaven** and **Southampton**, you will use the *item number* that was retrieved earlier and your **Parcel ID** number will look like this: 020000000000(*item number*)0000. (**Note:** These numbers for **Brookhaven** (**020000000000**(*item number*)**0000**) and for Southampton (**090000000000**(*item number*)**0000**) will always be used in conjunction with the *item number*.)

For **Brookhaven** and **Southampton**:

Property Look-up

This is the number from your Tax Bill →

Parcel ID   020000000000item number0000

Please heed the warning →   ☐ Remember these values *(not recommended on public or shared devices)*

[Search]   [Reset]

For all other Towns:

All towns must follow the Tax Map number format of **XXXX (District) XXX.XX (Section) XX.XX (Block) XXX.XXX (Lot).** The chart below will help you decipher the **Tax Map** number on your current **Tax Bill** for the town in which you reside. The **Tax Map** number for each town below reflects how it is shown on the town's **Tax Bill**. The **Parcel ID** column reflects how it should be typed in to the search field on the website (Parcel ID search field). Please e-mail css.support@suffolkcountyn.gov if you need further assistance.

Town	Tax Map Number				Parcel ID
	DIST.	**SECT.**	**BLOCK**	**LOT**	
Babylon	0100	ABC.00	DE.00	FGH.000	0100ABC00DE00FGH000**0000**
East Hampton	**0300**	00A000	000B	00C000	030000A000B0000C000**0000**
Huntington	0400	00A.00	0B.00	0C0.00D	040000A000B000C000D**0000**
Islip	0500	0A0.00	0B.00	0C0.000	05000A0000B000C0000**0000**
Riverhead	0600	ABC.000	000D	0E0.000	0600ABC000D000E0000**0000**
Shelter Island	**0700**	AB.	-C	-DEF	07000AB000C00DEF000**0000**
Smithtown	**0800**	00A.000	000B	0CD.00E	080000A000B000CD00E**0000**
Southold	**1000**	ABC.	-D	-E.F	1000ABC000D0000E00F**0000**

Note: The letters used in the section, block, and lot areas are for illustration purposes only. Use the numbers on your tax bill to look up your **Parcel ID**. The district numbers in **blue** are not located on your **Tax Bill**. Click here if you live in a village and wish to look up your district number.

6. Your information is now displayed on the screen, ascending, from year 1999 – current year (**Note:** The current year will be available as indicated on the **Town Property Tax Availability** document). Click on **View Bill** for the year you wish to pay.

bill years 1999 to 2019 only

Tax Year	Bill Type	
1999	BROOKHAVEN	View Bill
2000	BROOKHAVEN	View Bill
2001	BROOKHAVEN	View Bill
2002	BROOKHAVEN	View Bill

In some cases, there may be a lien on the property if the property tax payments are not current. When **View Lien** is clicked, it will take you to a webpage similar to the above screen shot but the most recent years will be at the top. Click on **View Bill** for the year you wish to pay. (**Note:** You can pay multiple years on one transaction.)

2017	BROOKHAVEN	LIEN	View Lien
2018	BROOKHAVEN	LIEN	View Lien

For current year property taxes (when current year taxes are available):

7. On the **View Bill** page, you will see your payments for the first and second half of the year depending on what month you view this information. The **Pay By** date will be displayed for the current property when doing a search. Check the line items, on the left side, that you wish to pay at this time and select **Add Selected Installments to Cart**.

** The full Interest, Penalty, or Fee amounts will be included with any payment, regardless of number of installments selected.

For property taxes in arrears:

8. When you are viewing your bill, it will show the first and second half of the year combined in to one total plus the interest accrued depending on what month the taxes are viewed/paid. If you click on **View payments/adjustments**, this will show any partial payments or adjustments to the current balance. From here, click **Return to Lien View** under the banner on the right side of the page.
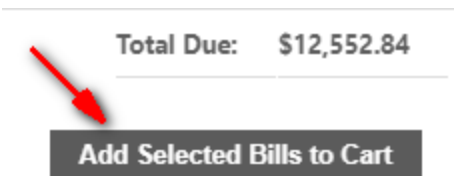

Installment	Pay By	Amount	Payments/Credits	Balance	Due
1		$8,586.63	$0.00	$8,586.63	$9,617.02
Interest			$0.00		$1,030.39
TOTAL		$8,586.63	$0.00	$8,586.63	$9,617.02

On this screen, check the years you would like to make a payment to and then click **Add Selected Bills to Cart**.

Found 16 Lien bills

	Year	Bill	Owner	Current Due	
☑	2018			$9,617.02	View Bill
☑	2017			$2,935.82	View Bill

Total Due: $12,552.84

Add Selected Bills to Cart

9. At this point, you can **Review cart** items in the shopping cart or **Checkout**.

My Cart (2 items)

COUNTY	$9,617.02
COUNTY	$2,935.82
Total: $12,552.84	

Review Cart   Checkout
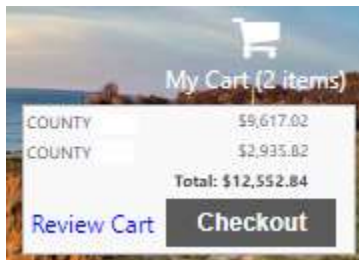
Review Items in Cart

If you review the items in the cart, you can remove any items that you wish not to pay at this time. Once everything is satisfactory in this area, click **Pay.**

Shopping Cart Review
Cart Contents

TAX LIEN	Due	Being Paid	
COUNTY	$9,617.02	$9,617.02	remove
COUNTY	$2,935.82	$2,935.82	remove
Subtotal	$12,552.84	$12,552.84	
Total	$12,552.84	$12,552.84	

Remove All   **Close**   **Pay**

10. The first payment method is a duplicate of the actual payment method. Please click **Pay by Credit Card** to continue or **Cancel** to exit the transaction. You will select the actual payment method in the next few steps.

Pay Bills

Select Payment Method

Return to Others page

"You will have the option to select the payment method upon accepting the payment amount on the next page. Click "Pay by Credit Card" to move to the next page. Click "Cancel" to cancel this transaction. If you need assistance, follow the document How to Look Up a Tax Map No. It will guide you through the steps to complete your transaction.

Pay by Credit Card | Cancel

11. Here, you can make a **partial** or **full** payments. For partial payments, enter the amount you would like to pay **(the minimum amount for a partial payment is $200)** in the **Payment Amount** column for the year you wish to pay. After you change the amounts for a **partial** payment, you must click **Calculate Subtotal** to refresh the total amount. Once an amount is finalized, click **Continue**.

Pay Bills

Bill Description	Bill Year	Bill Date	Bill Number	Due Date	Balance	Due Now	Payment Amount
COUNTY	2018				$9,617.02	$9,617.02	$ 9,617.02
COUNTY	2017				$2,935.82	$2,935.82	$ 2,935.82

If you have changed the payment amounts, click here to refresh the total. → CALCULATE SUBTOTAL $ 12,552.84

Continue   Cancel

12. Here are the payment options of how property taxes can be paid. If you **Pay by Credit Card**, there will be a charge of 2.6% on the total balance. If you **Pay by eCheck**, there will be a flat fee of $1.50.

Select Payment Method

Please choose the method of payment.

- ○ Pay by Credit or Debit Card
- ○ Pay by Personal Check
- ○ Pay by Corporate Check

Exit

Pay by Credit Card

After you have selected **Pay by Credit or Debit Card**, click **Make a Payment** to continue.

Select Payment Method

Please choose the method of pay

- ● Pay by Credit or Debit Card
- ○ Pay by Personal Check
- ○ Pay by Corporate Check

Make a Payment   Exit

Here you will fill out the information with a red asterisk. Click the question marks if you do not understand what to fill out on a particular line. If you choose to **Pay by Personal Check** or **Pay by Corporate Check**, click the **Change Payment Method** at the bottom. Otherwise, click **Continue** once you have filled in all of the required information.

Required fields are highlighted with an asterisk.
Please enter the following information about your payment: A partial payment can be made here as well. The payment will be applied to the oldest year first.

Tax Amount: $0.00
Amount:* $ 10,220.84 ❓

Please enter the following information about your payment method:
Cardholder's Name:* [   ] ❓
Cards Accepted: [AMEX] [DISCOVER] [MasterCard] **VISA**
Card Number:*   [   ] ❓
Signature Panel Code:* [   ] ❓
Expiration Date:*   [MM ▼] [YYYY ▼] ❓

Billing information:
Address Line 1:*   [   ] ❓
Address Line 2:   [   ] ❓
Country:*   US ❓
ZIP Code:*   [   ] ❓
City: [   ] ❓
State: [--Select One--   ▼] ❓

Receipt information: Enter an email address to receive a copy of your receipt
Email Address: [   ] ❓ from your transaction. The receipt may be used at a later time.

Click the check box in order to continue.

[ ] I'm not a robot   reCAPTCHA
                       Privacy - Terms

[Continue] [Change Payment Method]

Pay by Personal Check

After you have selected **Pay by Personal Check**, click **Make a Payment** to continue.

Select Payment Method

Please choose the method of payment.

○ Pay by Credit or Debit Card
● Pay by Personal Check
○ Pay by Corporate Check

[Exit]

Here you will fill out the information with a red asterisk. Click the question marks if you do not understand what to fill out on a particular line. If you choose to **Pay by Credit or Debit Card** or **Pay by**

Corporate Check, click the **Change Payment Method** at the bottom of the page. Otherwise, click **Continue** once you have filled in all of the required information.

Required fields are highlighted with an asterisk.
Please enter the following billing information about your payment:

Tax Amount:	$0.00
Amount:*	$ 10,220.84

A partial payment can be made here as well. The payment will be applied to the oldest year first.

Please enter the following information about your Bank account:

First Name on Check:*

Last Name on Check:*

Routing Transit Number:*

Account Number:*

Confirm Account Number:*

Type of Account:*   ○ Checking   ○ Saving

Address Line 1:*

Address Line 2:

Country:*   UNITED STATES

ZIP Code:*

City:*

State:*   --Select One--

Receipt information:
Email Address:

Enter an email address to receive a copy of your receipt from your transaction. The receipt may be used at a later time.

Click the check box in order to continue.

☐ I'm not a robot   reCAPTCHA Privacy - Terms

[Continue]   [Change Payment Method]

Pay by Corporate Check

After you have selected **Pay by Corporate Check**, click **Make a Payment** to continue.

Select Payment Method

Please choose the method of payment.

○ Pay by Credit or Debit Card
○ Pay by Personal Check
● Pay by Corporate Check

[Make a Payment] [Exit]

Here you will fill out the information with a red asterisk. Click the question marks if you do not understand what to fill out on a particular line. If you choose to **Pay by Credit or Debit Card** or **Pay by Personal Check**, click the **Change Payment Method** at the bottom of the page. Otherwise, click **Continue** once you have filled in all of the required information.

Required fields are highlighted with an asterisk.

Please enter the following billing information about your payment:

Tax Amount: $0.00

Amount:* $ 10,220.84

A partial payment can be made here as well. The payment will be applied to the oldest year first.

Please enter the following information about your Bank account:

Company Name:*

Routing Transit Number:*

Account Number:*

Confirm Account Number:*

Employer Identification Number (EIN):   (e.g. 00-0000000)

Type of Account:*   Corporate Checking

Address Line 1:*

Address Line 2:

Country:*   UNITED STATES

ZIP Code:*

City:*

State:*   --Select One--

Receipt information:

Email Address:

Enter an email address to receive a copy of your receipt from your transaction. The receipt may be used at a later time.

click the check box in order to continue.

I'm not a robot   reCAPTCHA
Privacy - Terms

Continue   Change Payment Method

13. Review the information on this page and confirm if everything is correct. You can still **Modify** or **Change Payment Method** at this point if needed. Click **Confirm** once all of your information has been verified.

Please verify the following information:
Tax Amount: $0.00
Amount:

Card information:
Cardholder's Name:
Card Type:
Card Number: ************
Signature Panel Code: ****
Expiration Date:

Billing information:
Address Line 1:
Country: United States
City:
State:
ZIP Code:

Email Address:

Is this information correct?

| Confirm | Modify | Change Payment Method |

14. After your information has been confirmed, your receipt will be presented on the screen. Please print this receipt and keep it for your records. You will also receive your receipt in your email if you provided one as previously instructed. If you have any questions, please call (631) 852-3000, available Monday – Friday from 9:00 AM – 5:00 PM or e-mail css.support@suffolkcountyny.gov.