

SENDING A CHECK TO PAY PROPERTY TAXES

**MULTIPLE PARCELS, MULTIPLE CHECKS, WITHOUT COUPONS:**

- Print the **parcel number** on the check and provide a second piece of identifying information, such as a name.
- **DO NOT INCLUDE** extra documents. We only need the coupon.
- **DO NOT STAPLE OR TAPE** the coupon to the check.
- Please use black or blue ink, our scanner will only read these colors.
- **Mail all of your daily Ada County payments in one envelope, saving money in postage.**
- Bypass all of this and sign up for E-TAX.

**MULTIPLE PARCELS, SINGLE CHECK, WITH COUPON:**

- If possible, please combine multiple payments on a single check. (Supply the original coupons with the payment.)
- Please place all coupons together and then place the check at the end. (You do not need to supply a single check with each parcel coupon. We have sophisticated software that reads all of the coupons and all of the checks and balances the transaction internally.)
- Bypass all of this and sign up for E-TAX.

**SINGLE PARCEL, SINGLE CHECK, WITH OR WITHOUT COUPON:**

- Print the **parcel number** on your check.
- If you are submitting a coupon, **DO NOT STAPLE OR TAPE** the coupon to the check.
- Please use black or blue ink, our scanner will only read these colors.
- **Mail your Ada County payment in the return envelope provided.**

**SAVING YOU MONEY**

Consider the savings you could achieve by bundling your payments to our office. Assume you mail an average of 10 checks a day. Write a single check or put multiple checks into a single envelope.

	Envelopes.	x	Cost	=	Daily Cost
10 <b>individual</b> checks mailed separately:	10	x	0.49	=	\$ 4.90
10 <b>bundled</b> checks per day, mailed together:	1	x	.49+.22	=	\$ 0.71

**HELP US HELP YOU!**

Here's an example of our favorite payment format when sending a single payment.

Smart Title Company		123456	
1234 Easy Street			
Boise, ID 83701			
PARCEL R5207000956	File Number: 12345678999		
JOHN SMITH – 123 Dollar Drive, Middleton, ID			
<b>PAY THE</b>	<b>DATE</b>	<b>CK #</b>	<b>AMOUNT</b>
<b>SUM OF:</b> One Hundred Fifty and 46/100 Dollars	11/11/17	123456	\$150.46
<b>PAY TO THE</b>	<b>ADA COUNTY TREASURER</b>		
<b>ORDER OF:</b>	P O BOX 2868		
	Boise, ID 83702		
	<i>S. M. Art</i>		

The above check gives us all the information we need to correctly apply the payment. The parcel number is clearly noted and we have a second and third identifier (name and address). **Importantly, please do not staple or tape payments together. Remit the original coupon with your payment.**