

## HOW TO OBTAIN YOUR PAID RECEIPT ONLINE

- 1) Log onto [www.townofprospect.org](http://www.townofprospect.org)
- 2) Scroll down to the bottom left side of the home page under Quick Links and click on “View/Pay Your Taxes Online”
- 3) At the bottom of that page click on “Continue”
- 4) Scroll down to the middle of the page and click on “For the Tax Bill Inquiry / Online Payment System, [Click Here](#)”
- 5) When the drop box comes up regarding a DMV clearance being needed click on “Close”
- 6) To search by your name – Enter your last name, leave a space, and enter the first initial of the person you are inquiring about. Click on “Search”. **You will have to do a separate search for EACH name you are inquiring about. (For example Smith J Smith A Smith S)**
- 7) To search by property location – enter the property number in the first box. Enter the street name only in the second box. Click on “Search”. **(Do not include Road, Avenue, Court, etc)**
- 8) Scroll down and find the bill you paid. Click on the Download PDF Icon (second from the left). You will be able to print the receipt from this page.
- 9) If you have any questions, feel free to contact the Tax Collector’s office Monday – Friday from 8:30 a.m. – 4:00 p.m.