

PAYING PROPERTY TAX AND PRINTING PROPERTY TAX CERTIFICATES

Viewing or printing your Real Property Tax Certificate and paying your taxes online have never been easier!
All you'll need are your Assessment and Grid Reference Numbers.
Follow these steps below to a faster, more efficient way of handling your Property Tax!

STEP 01- SIGNING ON

>> To begin, sign on to the website propertytax.gov.bs

STEP 02 - REGISTER YOUR PROPERTY

All property owners must register their property/properties before they can pay online:

>> Click the link that says **New User Registration**

>> Your Assessment and Grid Reference Numbers can be found on your tax bill or tax certificate. **Note that your assessment number is 7 digits.**

>> Select the **Register** button at the bottom of the page.

STEP 03 - ACTIVATE YOUR ACCOUNT

Once you have registered, a message will appear letting you know that your registration request has been accepted.

>> To activate your account, log into your email and click the activation link that is provided (this link will only be valid for 1 hour).

>> Log into your real property tax account by using the email you registered with and your password.

>> To add another property to your account, select **New** on the upper left side next to the word properties.

STEP 04 - MAKE A PAYMENT

Making a payment is quick and easy!

>> Choose the property you wish to make a payment on and select the **Make Payment** button.

>> Under the Payment Details section, select the payment type, then enter how much you want to pay by filling out the payment amount in the space provided.

>> Next, fill in your credit card details and select the card source. If the Card Source is Bahamian the payment will be made in local Bahamian currency. If Non-Bahamian is selected the payment will be made in US Dollars.

>> Click the **Process Payment** button at the bottom of the screen. To avoid making double payments, allow a few seconds for the payment to be processed. You will be redirected to a page to confirm that your payment was successful.

STEP 05 - VIEW YOUR RECEIPT

After making your payment, you can view your receipt.

>> Return to your dashboard and select the button under the receipts column. This will allow you to review all your real property tax payments made on the new portal.

>> You can view and print your receipts by clicking the assessment number under the **Receipt ID** column.

>> To return to your dashboard, select the **Back To Dashboard** button under the payment receipts table.

STEP 06 - PRINT YOUR CERTIFICATE

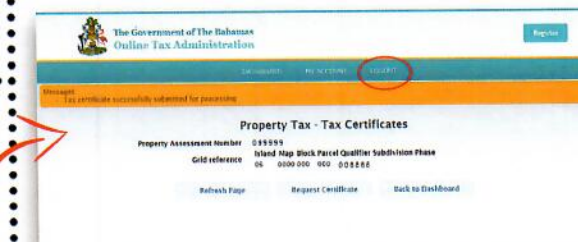
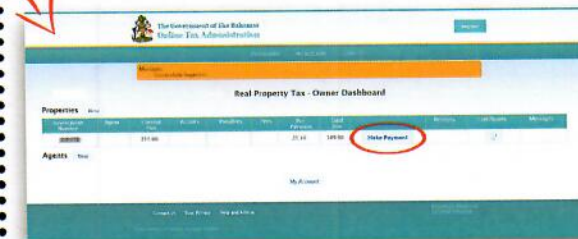
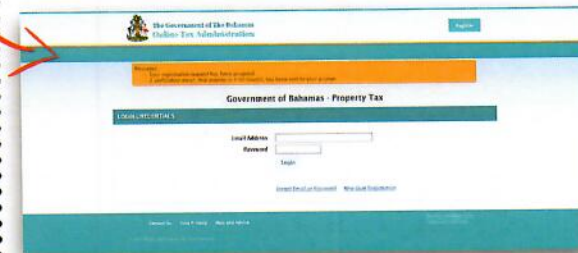
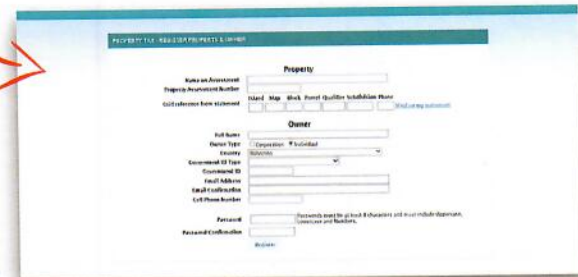
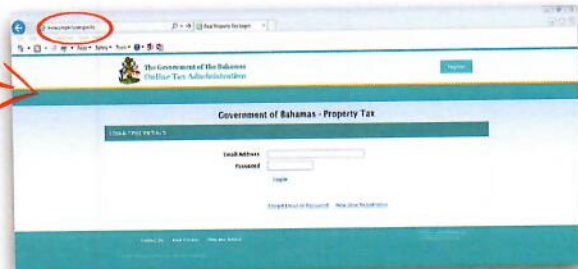
>> Select the button in the **Certificates** column on your dashboard to view or print your Property Tax Certificate.

>> If you receive a message that your certificate is 'pending' it means that it is being verified and it will be released to you for printing within 24 hours.

STEP 07 - LOG OUT

To log out of your account securely:

>> Select the **Logout** button.



Call: 604-8072