

County of Adams

Office of County Treasurer

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TREASURER POLICY

BILLING DATA FORMATS AVAILABLE FOR PAYMENT OF REAL ESTATE TAXES

ORIGINAL TAX BILL. The Adams County Collector mails the original tax bill for each parcel to the property owner. Each bill includes two payment stubs, one for each installment. If paying by mail or in person, include the appropriate payment stub(s) with your payment. If required, the owner is responsible for forwarding a copy of the tax bill to their lender.

ONLINE TAX RECORDS. Tax records and duplicate tax bills are available online at no charge through the Adams County Collector website. Duplicate tax bills are in Adobe Acrobat (PDF) format. Print a copy of the bill and include the stubs with your payment. Use either link shown below.

<http://www.co.adams.il.us/treasurer/taxrecords.htm> or <http://adamsil.devnetwedge.com/>

If you use any other information from this website in place of a tax bill, include the \$3.50 duplicate bill fee for each parcel or the payment may be returned.

DUPLICATE TAX BILLS. Duplicate tax bills and tax searches are available at the County Collector's office for \$3.50 per parcel. *Tax payments that do not include payment stubs must include the \$3.50 duplicate bill fee for each parcel or the payment may be returned.*

ELECTRONIC/DIGITAL TAX FILES. Tax information is available in a computer readable digital file after the original paper tax bills are mailed. Digital information is available either as a partial tax file or a full tax file.

- **Partial Tax File.** A Partial Tax File contains tax information for specific Parcel Identification Numbers (PINs). The cost is \$1.00 per parcel with a minimum charge of \$50.00.

A separate Partial Tax File is required for each installment payment unless the requestor pays both installment payments at the same time.

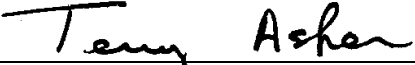
Provide a text file of PINs to the Collector by e-mail to treasurer@co.adams.il.us. The PIN format is 12 digits including leading zeros; omit dashes. List one PIN per line and include no other information. You will receive the digital tax file and an invoice containing the total cost and payment instructions.

- **Full Tax File.** The Full Tax File contains information for all 36,000+ property parcels in Adams County. The cost is \$1000 (\$750 for Adams County banks who agree to accept real estate tax payments from the public), paid in advance with a completed Full File Agreement.

The Full Tax File includes two file updates, one after each installment due date. Each update includes all real estate tax payments and any Certificate of Errors processed to date. This service provides instant posting of payments in the Collector's office, instant notification of duplicate or incorrect payments, and information on any new loans.

- **GOVTECH SERVICES.** Participants who pay for a full or partial tax file may use the GovTech Services "Portfolio" or "Escrow Pro" service. This service provides updated payment information throughout the tax payment season, reducing duplicate tax payments or other payment issues. GovTech charges a fee for this service. More information is available at <https://www.govtechtaxpro.com/>

NOTE: The Adams County Collector is the only source of digital tax information that can be used to make property tax payments. The Collector will not process any tax payments that are derived from digital tax information from any other source including other Adams County offices.


Terry Asher, Adams County Collector