

# 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 Treasurer 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 his lender. Escrow companies may instruct their customers how they wish to receive tax payment information.

**DUPLICATE TAX BILLS.** Duplicate paper tax bills and tax searches are available from the County Treasurer's office. The cost is \$3.50 per parcel. *Tax payments that do not include payment stubs must include the \$3.50 duplicate bill fee or the payment will be returned.*


**ONLINE TAX RECORDS.** Tax records are available online through the Adams County Treasurer website (<http://taxrecords.co.adams.il.us>). **Do not use information printed from this site in lieu of a tax bill.** *If you use this statement in lieu of a tax bill, you must include the \$3.50 duplicate bill fee for each parcel or the payment will 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.

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

- **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. Requestors should provide a list of PINs to the Treasurer by e-mail to [treasurer@co.adams.il.us](mailto:treasurer@co.adams.il.us). 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. It includes two file updates, one after each installment due date (July 1, September 1). 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 Treasurer's office, instant notification of duplicate or incorrect payments, and information on any new loans.

Dated: January 24, 2011

  
Terry Asher  
Adams County Treasurer