

HOW TO PAY BY ACH/EFT USING MVP BANKING

THIS IS NOT FOR SAME DAY PAYMENT – SELECT A TIMELY DATE

1) Checking account information needed:

Account #

Routing #

A screenshot of a check form. At the top left, it says "YOUR NAME" followed by "1234 Main Street" and "Anywhere, OH 00000". To the right is a "DATE" field with a line for writing. Below that is "PAY TO THE ORDER OF" followed by a line and a "\$" symbol and a box for the amount. Below the amount box is "DOLLARS". At the bottom, there are three MICR lines: "⑆044072324", "⑆000123456789", and "⑆123". Red arrows point from the text "Account #" to the second MICR line and from "Routing #" to the first MICR line.

ROUTING NUMBER

ACCOUNT NUMBER

CHECK NUMBER

(Check number is not needed)
NOTE: Business check numbers are on far left

2) Tax bill information: a) parcel ID # (12 digits) and b) amount owing.

3) Click on Electronic Funds Transfer/ACH button:

Electronic Funds
Transfer/ACH

4) Choose the quick instructions below or the detailed instructions with step-by-step screenshots.

QUICK INSTRUCTIONS:

1. On the **Welcome page** use access code: 51156000, click *Submit Access Code*.
2. On the **Login Page** enter your account number (should be your parcel ID #) and enter password. If you do not have an account set up yet, do not enter a password since you need to create one. See detailed directions for new accounts.
3. **Enter** amount paying and desired payment date. **Since this is not a same-day payment option, make sure the desired payment date is before or by the tax due date. If you schedule the payment after the tax due date, additional penalty and interest will be added and may be transferred to the County to collect.**
4. **Review** banking information, amount paying and payment date. Click *Yes, I accept*.
5. **Print** *Thank you for your payment* page for your records. **Save** your emailed *Payment Confirmation*.

DETAILED STEP-BY-STEP DIRECTIONS: (follow this after you choose the Electronic Funds Transfer/ACH button)

1. On the **Welcome page**, enter access code: 51156000. This will bring you to the City's payment page:

Welcome to the Electronic Payment System

If you know your access code, enter it here:

Click *Submit Access Code* to enter payment website.

2. **Login Page:** If you don't remember if you already have an account or have problems logging in, contact Treasury at (248) 871-2480.

ACCOUNT NUMBER: Enter the account # you used the last time or for a new account, enter your parcel ID #. The number should start with 22-23 and have a total of 12 numbers.

If you create an account using anything other than the parcel ID # (i.e. email address, username, or name, etc.), we may not be able to apply the payment to the property you are paying. You should consider creating a new account using the correct parcel ID # and not use the old account.

PASSWORD: Enter your password. If this is your first time creating an account, leave the password field blank and click 'sign in'. It will ask you to create a password.

If you do not remember your password, click on *Forgot Password?* [Click Here](#) to have your password reset.



Login Page

Note: Your ACCOUNT # should be your PARCEL # to make sure your tax payment is property applied.

City of Farmington Hills Account #

Password (omit password if this is your first visit)

Forgot Password? [Click Here](#)

22-23-##-###-###

3. To set up a new account, you need to enter your information and press *Continue*.



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Please Enter Your Personal Information

City of Farmington Hills Account #: 222312345678

* denotes required information)

Type your new password (must be at least 4 characters long)

Retype your new password

Name of Account Holder

Phone Number

Street Address

City

State

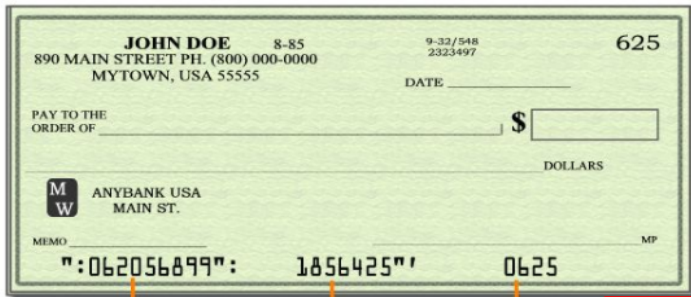
Zip Code

Email Address (enter your email address for confirmations sent via email)

4. Enter your banking information and schedule a payment. Use your tax bill for the amount you plan to pay and the due date for your desired payment date. **Since this is not a same-day payment option,**

make sure the desired payment date is before or by the tax due date. If you schedule the payment after the tax due date, additional penalty and interest will be added and may be transferred to the County to collect.

Please Enter Your Payment Information



Bank Routing Number Account Number Check Number

From your tax bill, enter full amount paying.

Please use the sample check above to identify your bank's routing number. If you have any questions regarding these numbers, please contact your bank or credit union. It is important that this information is entered correctly so your payment can be processed quickly and accurately.

City of Farmington Hills Account #: 222312345678

Payment Amount (U.S. Dollars)

Desired Payment Date

11-04-2020

(If date shown is not the payment date)

***This is the next date available for payment. Make sure this date is by the tax due date. If it isn't, you need to pay another way.

Desired Payment Frequency

This Payment Only Weekly Monthly Quarterly

Account Type

Your Bank's 9-Digit Routing Number

Your Bank Account Number

Retype Your Bank Account Number

Checking Account Savings Account

(Financial institution where money is to be withdrawn from)

(Account number at the financial institution where money is to be withdrawn from)

Continue

5. Review your payment account, banking, and date information before submitting. Click Yes.



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REVIEW SUMMARY BEFORE SUBMITTING PAYMENT

City of Farmington Hills Account #: 222312345678
Name on Account: JOHN DOE
Mailing Address: 12345 Your Street, Farmington Hills, MI 48336
Email Address: dshires@fhgov.com
Phone Number: 2481234567

Transit ABA (Routing) #: 072000096 (Comerica Bank)
Payment Account: Checking ending in 6543

Payment Date: 12-31-2020
Payment Amount: \$0.01 One time payment

If the above payment is returned due to Non Sufficient Funds (NSF), a \$15.00 NSF fee will be charged to your account.

Please review all the information that you entered before submitting payment request. If the information entered above is incorrect, payment may be rejected by your financial institution, not be applied to your payment, and subsequent payments may be assessed. We strongly recommend that you also review [Terms and Conditions](#).

If the information above is NOT correct you may:

- Navigate previous pages and correct your information
- Close your browser and start from the beginning
- Contact your creditor

Do you accept all fees, terms and conditions Yes, I accept No, I do not accept and I will not pay at this time.

Submit

Make sure the account # matches the parcel ID # on the tax bill for proper credit.

Check that banking information is correct.

Make sure this date is before or by the tax due date.

Click 'Yes, I accept' to complete the payment and get a receipt. Save your email as proof of payment.