



## How to Pay Property Taxes Online: Step-by-Step Guide

### 1. Visit the Township Website

Go to [saugatucktowntshipmi.gov](http://saugatucktowntshipmi.gov).

### 2. Find the “Online Payment” Option

Scroll down the homepage to locate the "ONLINE PAYMENT" link in the quick links carousel, represented by a gold money icon.

### 3. Access the Payment Portal

Click "ONLINE PAYMENT." You'll be redirected to [BSA Online](#). Once there, select "Pay a Bill" under the search bar.

### 4. Choose “Tax”

From the “Pick Bill Type” menu, select "Tax."

### 5. Locate Your Invoice

Use one of the following to find your tax bill:

- Property owner's name,
- Property address, or
- Parcel number.

### 6. Review and Confirm

When your property details appear, click “Review and Pay” on the right side.

### 7. Verify and Proceed

Check the amount due or specify your payment amount (for partial payments). If correct, select “Pay Summer/Winter Taxes.”

### 8. Log In or Pay as a Guest

- Log In: Enter your account credentials,
- Create an Account: Select “Create An Account” to register, or
- Guest Checkout: Click “Continue As Guest” to proceed without an account.

### 9. Submit Your Payment

Enter your payment details, verify all information on the final screen, and click “Submit Payment.”

**Note:** A service fee applies to online payments. You can also pay by check or exact cash at the Township office. For assistance, please call 269-857-7721.