

Treasurer: Online Payments

If you have any questions about using this system, or making online payments, please contact the Treasurer's office at (757) 868-3015. The Treasurer's office is located at 500 City Hall Ave, Poquoson VA, 23662 and can also be found online at: http://poquoson-va.gov/city_departments/treasurer

Accepting the Terms

- 1) After going to the Treasurer's page on our <http://www.poquoson-va.gov> and clicking on "Online Payments" you will be directed to <https://treasurer.poquoson-va.gov/applications/trapps/> and the following screen will be displayed:

City of Poquoson, Virginia

City Treasurer's Office

Welcome to the City of Poquoson's e-Treasurer Applications

The City of Poquoson Treasurer's Office is proud to announce our new Online Payment and Inquiry System. This site can be used to make online payments to the City of Poquoson Treasurer's Office and inquire into tax ticket information from the comfort of your home or office.

Use the links on the left side of the screen for navigation.

Note: Use the print key for your browser to print a copy of the screen at any time.

Real Estate Tax:	Pay Real Estate taxes online. Enter by Dept/Ticket Number, Parcel Number, Name or Account Number.
Personal Property:	Pay Personal Property taxes online. Enter by Dept/Ticket Number, Social Security Number or Account Number.
Pay Utilities:	Pay Utility bills online.
Pet Tags:	Buy or renew pet tags.
Real Estate Public Inquiry:	View Real Estate payment history.
Personal Property Public Inquiry:	View Personal Property payment history.
Utilities Public Inquiry:	View Utilities payment history.

- 2) If you click on any of the links under the red arrow, then the following screen will be displayed:

City of Poquoson, Virginia

City Treasurer's Office

To access this site, please acknowledge the following statement:

DISCLAIMER

This website uses social security numbers for official tax business only. Social security numbers are regarded as confidential and are not provided to third parties, pursuant to Va. Code, Section 58.1-3 and Section 58.1-3017. Your social security number is protected on our site using a fully secure transaction server and is not retained on any internet accessible file. CITY OF POQUOSON relinquishes any responsibility for the use of another person's Social Security Number, without their consent, in order to view or alter their tax records.

While using this site, however, you are responsible for the protection of your own computer against "spyware" programs which could compromise information entered on your own computer. "Spyware" programs may be encountered when visiting other sites on the Internet, but not from the CITY OF POQUOSON website.

The CITY OF POQUOSON Treasurer's Office makes every effort to produce and publish the most current and accurate property tax information possible. No warranties, expressed or implied, are provided for the data herein, for its use, or its interpretation. Neither CITY OF POQUOSON nor the Treasurer's Office assumes any liability associated with use or misuse of this data.

(THE FOLLOWING ONLY APPLIES TO PAYMENT SERVICES IF AVAILABLE)

- 3) After reading the statement, and accepting the terms, you will be redirected to the page of the original link that you selected in step 1. If you would like to change your task, then please click on “e-Treasurer Home” along the left hand side and select another option.

Access by Pin Number

- 1) If you click on “Personal Property Public Inquiry” or “Yearly Personal Property Taxes Paid” a page similar to the following will be displayed:

City of Poquoson, Virginia
City Treasurer's Office

Personal Property Taxes Inquiry

Select Method to access your records. To create a PIN or for other PIN options, click [here](#)

 

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[Payment Options](#)
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Projected Date to calculate Penalty and Interest: (mmddyyyy)

HINT: Place Mouse Over Buttons For Help. Version: 2010-06-30-12.19.30.402341



SECURED by
digicert
EV 04-24-13
Identity Assured
SSL CERTIFICATE

- 2) On this page you will be able to access records by Pin Number, or create a pin number.

Real Estate Tax

- 1) After click on “Real Estate Tax” from the e-Treasurer homepage, enter your email address and click “OK”.

Pay Real Estate Taxes Online

Email Address: Please enter your email address to continue



2) After entering your email address and clicking the "OK" button, the following screen will be displayed:

Pay Real Estate Taxes Online

Select method for finding Real Estate taxes

3) Here you can choose which method you would like to use for looking up real estate taxes. Each of these will be outlined in the upcoming sections.

Real Estate Taxes: By Name

1) If you choose "Name", then the following screen will be displayed:

Entering entire name results in faster searches.

Name: *If no names are found when searching by full name, try searching by last name only.*

Last Name

HINT: Hover mouse pointer over text boxes for help.

2) You can enter the Full Name, or just the Last Name for faster results and then click on the "Search" button.

Real Estate Taxes: By Account No.

1) If you choose "Account No.", then the following screen will be displayed:

Account Number:

Hint: Place Mouse over Text Field for Help

2) Here you can enter the Account Number and then click on the "Search" button.

Real Estate Taxes: By Parcel No.

1) If you choose "Parcel No.", then the following screen will be displayed:

Ensure correct number of blanks are entered.

Parcel Number:

M M M D D I I B B P P P P

Hint: Place Mouse over Text Field for Help

- 2) The red X's were added in this guide to let you know that boxes 1, 6, & 7 should be left **blank**. After entering the parcel number, click on the "Search" button.

Real Estate Taxes: By Dept/Ticket No.

- 1) If you choose "Dept/Ticket No.", then the following screen will be displayed:

Department Number: 
Bill or Ticket #: 

Hint: Place Mouse over Text Fields for Help



- 2) Here you can enter your department and bill or ticket number and then click on the "Search" button.
Note: your dept/ticket number can be found on your bill.

Pay Utilities

- 1) When you choose "Pay Utilities" from the e-Treasurer homepage, the following screen will be displayed:

Pay Utility Bill Online

Ticket No. or Cust No. *(Required)*
Last Name *(Required)*

If Business, Enter Business Name.

HINT: Place Mouse Over Text Field For Examples.



Version: 2010-07-15-11.56.28.912588

- 2) Here you can enter in your "Ticket No. or Cust No.", and "Last Name". For "Ticket No. or Cust No." you should enter the pre-fix here and not the entire number (for example if the number is 235-1232, then you should enter "235"). If you are a renter, please enter the Last Name of the property owner.

3) After clicking the "Search" button, the following screen will be displayed:

Utility Bill Detail

Customer #: Bill Date:

Name:

Name 2:

Address: Location:

Serv Addr: Zip:

Service#:

Zip:

Reading:

Current	30 Days	60 Days	90 Days	Last:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Payment:

Bill Amount:	<input type="text"/>	Cert let. Amount:	<input type="text"/>
Cutoff Amount:	<input type="text"/>	Total Owed:	<input type="text"/>

Enter Amount You Wish To Pay Today:

4) Here you will see your customer #, Name, Address, and bill details. You will then be able to return to search, pay another utility bill, or checkout.

Pet Tags

1) From the e-Treasurer homepage, click on "Pet Tags" and the following screen will be displayed:

Online Pet Tags

Enter 4 digit year and Owner's Last Name then select to renew or license a new tag.

Year:

Owner's Last Name:

HINT: Place Mouse Over Buttons For Help

Version: 2010-07-16-15.59.18.259379

2) If you choose to license a new pet, the following screen will be displayed:

License a New Pet

Owner Name:
First Name Last Name

Name 2:
First Name Last Name

Address: **Phone#:** - -
:

City: **State:** VA **Zip:** -

Pet Name: **Rabies Exp. Date:**
mmddyyyy

License Type:

Breed:

Gender: **Pet Age:** **Color:**

Vet Lic#: **Vaccination #:**
Numbers Only

In the future, if you wish to receive your Pet Tag Renewal notification by Email, enter your email address below.

Email:

You must provide us with a proof of Rabies Vaccination in order for us to send your tag(s). Use the contact information below.

TO:	CITY OF POQUOSON
Attention:	(Rabies Vaccination)
Mailing Address:	500 CITY HALL AVE POQUOSON , VA 23662-0
Fax:	757-868-3103
Email:	

Personal Property Public Inquiry

- 1) From the e-Treasurer homepage, click on "Personal Property Public Inquiry", the following screen will be displayed:

Personal Property Taxes Inquiry

Select Method to access your records.

To create a PIN or for other PIN options, click [here](#)



Projected Date to calculate Penalty and Interest: (mmddyyyy)

HINT: Place Mouse Over Buttons For Help.

Version: 2010-06-30-12.19.30.402341

- 2) Here you can search personal property taxes by PIN number. After you click on "Access by PIN" and enter the PIN and Last Name, the results will then be displayed.