



# OFFICE of the TREASURER

Treasurer – Tanya Peterson

Deputy Treasurer – Mandy Leonard

OCONTO COUNTY COURTHOUSE

301 WASHINGTON ST

OCONTO, WI 54153-1699

PH 920-834-6813 \* FAX 920-834-6805

e-mail: [tanya.peterson@co.oconto.wi.us](mailto:tanya.peterson@co.oconto.wi.us)

website: [www.co.oconto.wi.us](http://www.co.oconto.wi.us) - GCS Tax Information

## GCS Tax Information for Oconto County – Web portal instructions

Please go to our County website: [www.co.oconto.wi.us](http://www.co.oconto.wi.us)

Click on this button along the bottom of the screen ---



Click on this button to get into the tax area --- **GCS TAX INFORMATION**

Username and password are both the word **PUBLIC** in all **CAPITAL LETTERS**

Click **“Log in”**

**Accept** the terms of the website

SEARCH CRITERIA:

**PARCEL #** search - include leading zeros; **DO NOT** include dashes or spaces.

**HOUSE #** – **DO NOT** enter the street name, **ONLY** enter the House #.

A list of parcels will appear below which contain that numeric address. From here you can click on the correct parcel/owner.

### **Making Online Tax Payments –** **2<sup>nd</sup> installments or delinquent payments only** **(1<sup>st</sup> installment payments - call the municipality)**

- a. Once in the parcel, click on the tab **TAXES** along the top of the screen.
  - Check **Tax Year** in the UPPER LEFT CORNER – change to the year you are working with.
- b. Click on **Make an Online Payment**
  - If you are paying off multiple tax years, you will need to change the tax year each time and enter in each payment individually.

#### **ONLINE PAYMENT FEES:**

Electronic checking account withdrawal (ACH) - \$1.50

VISA debit card - \$3.95

Credit card – 2.39% of the amount of the charge

Note: The web portal displays LIVE/CURRENT data. Tax information is updated per transaction. You no longer have to wait 24 hours for the data to update.

\*\*\* Continued on the reverse side/next page

## **TAX BILL COPIES OR TAX RECEIPT INFORMATION**

1. Print Tax Bill copy –
  - a. Click on **TAXES** (tab on top)
  - b. On this screen – at the bottom - click on **PRINT TAX BILL**
  - c. Click on the printer button
  
2. Print Tax Payment Information –
  - a. Click on **TAXES** (tab on top)
  - b. On this screen – at the bottom – click on **PRINT TAX DETAILS**
  - c. Click on the printer button
  - d. On the bottom of this report you will see the receipt # and date it was paid along with the amount paid.