

NYCePay Autopay Registration Instructions

For property tax payments, including payment plans

How to register so that your property tax payments are automatically deducted monthly, quarterly, semiannually, or annually.

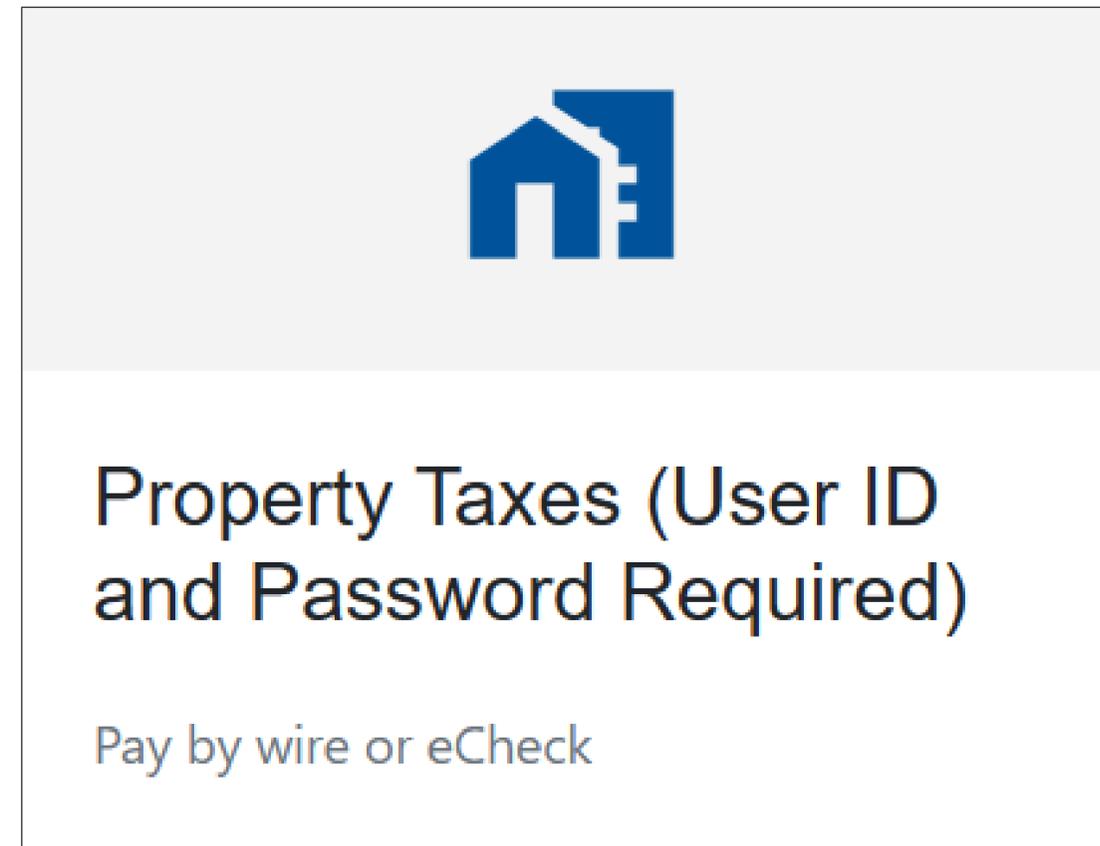
Autopay options

You have three options for automatically deducting your payments:

- Monthly Pre-Pay
- Quarterly or Semiannually (depending on how often you are billed)
- Annually (payment deducted annually on July 1, with a slight discount)

Step 1: Visit www.nyc.gov/citypay

- Visit www.nyc.gov/citypay.
- Select “Property Taxes (User ID and Password Required).”



Step 2: Create a user profile

- Click on Register.
- Create a user profile.
- Click on Continue.

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Welcome to NYCePay
For Property Tax and Property-related payments

IMPORTANT INFORMATION

Returning Users: You can log in using the same user name and password you used in our previous system. You will be asked to choose a new password and security questions.

New Users: Click the **Register** button below to register and begin using the system.

USERNAME: [Forgot username](#)

PASSWORD: [Forgot/Update Expired Password](#)

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Create User Profile

Business Individual

BUSINESS NAME

FIRST NAME

MIDDLE INITIAL

LAST NAME

CONTACT NAME

ADDRESS LINE 1

ADDRESS LINE 2

CITY: STATE:

POSTAL CODE

COUNTRY

TELEPHONE

EMAIL

CONFIRM EMAIL

[Back](#)

Step 3: Registration, continued

- Create username and password.
- After you click on Continue, a verification code will be sent to the registered email address.

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Registration Continued

IMPORTANT INFORMATION

USERNAME REQUIREMENTS:
User Names are required to be a minimum of 6 letters and/or numbers in length with a maximum of 10 characters.

PASSWORD HELP:
Passwords are required to be a minimum of 8 characters in length and contain at least 1 uppercase, 1 lowercase, 1 number, 1 special character (!@#\$%^&*), and no more than 2 repeating characters.

USERNAME AND PASSWORD INFORMATION

USERNAME

CONFIRM USERNAME

PASSWORD

CONFIRM PASSWORD

[← Back](#) [Continue](#)

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Step 4: Verification code

- Enter the verification code sent to your registered email address.
- Click on Submit to access your NYCePay account.

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Verification Code

A verification code has been sent to the email address on file. Do not share this code with anyone.

VERIFICATION CODE:

Resend Code Cancel Submit

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Step 5: Property Profile page

- Once the verification code is validated, you will be taken to the Property Profile page in your NYCePay account.

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User Profile Logout

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My Properties Payments Bank Accounts

Property Profile

Below are the existing properties in your profile. Please select the checkbox next to the property you would like to edit and select **Edit Property**. To make a payment from this page, check the properties and then click **Make a Payment**.

<input type="checkbox"/>	Address	Borough	Block	Lot	Bank Account	PILOT	Payment Setting	Tax Types
No results								

Pay for another property not in your profile. (Search by BBL, address, or PILOT.)

Make a Payment Edit a Property Add a Property

Auto Debit will ensure that Finance will automatically debit your account on the due date of the tax installment.

Annual Pay will debit your account for the full amount due in the first quarter. A discount is offered when you pay your property taxes, in full, by the first quarter's due date. A diminishing percent is offered each subsequent quarter.

Monthly Due will debit your account for part of the amount due based on whether your property is currently quarterly or semiannually.

Step 6: Add your bank account

- Under the Bank Account tab, click on Add Bank Account.
- Enter your bank account information.
- Click on Submit.

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My Properties Payments **Bank Accounts**

Bank Accounts

Manage or view the bank account information linked to your profile. When adding bank accounts, please note that we do not accept International ACH Transactions (IAT)*.

Account	Account Type	Account Holder
	Saving	

Add Bank Account

* An International ACH Transactions(IAT) is any ACH Transactions in which a finance institution located outside the territorial jurisdiction of the United States is involved in the processing and/or settlement of the transaction. Therefore, the IAT designation could apply to not only cross-border ACH, but domestic ACH transactions as well, if the money used to fund an ACH debit was received through a foreign financial institution. If your transaction qualifies as an IAT transaction, you will be unable to utilize this payment mechanism. Please contact customer Service at 212-291-4106 for other instructions as to how your tax payment can be made.

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My Properties Payments **Bank Accounts**

Add Bank Account

To add a bank account to your profile, fill in the Account Information fields and click the Submit button.

ACCOUNT HOLDER NAME OR BUSINESS NAME* * = Required

ACCOUNT TYPE*

Business Checking Business Savings Personal Checking Personal Savings

ROUTING NUMBER*

ACCOUNT NUMBER*

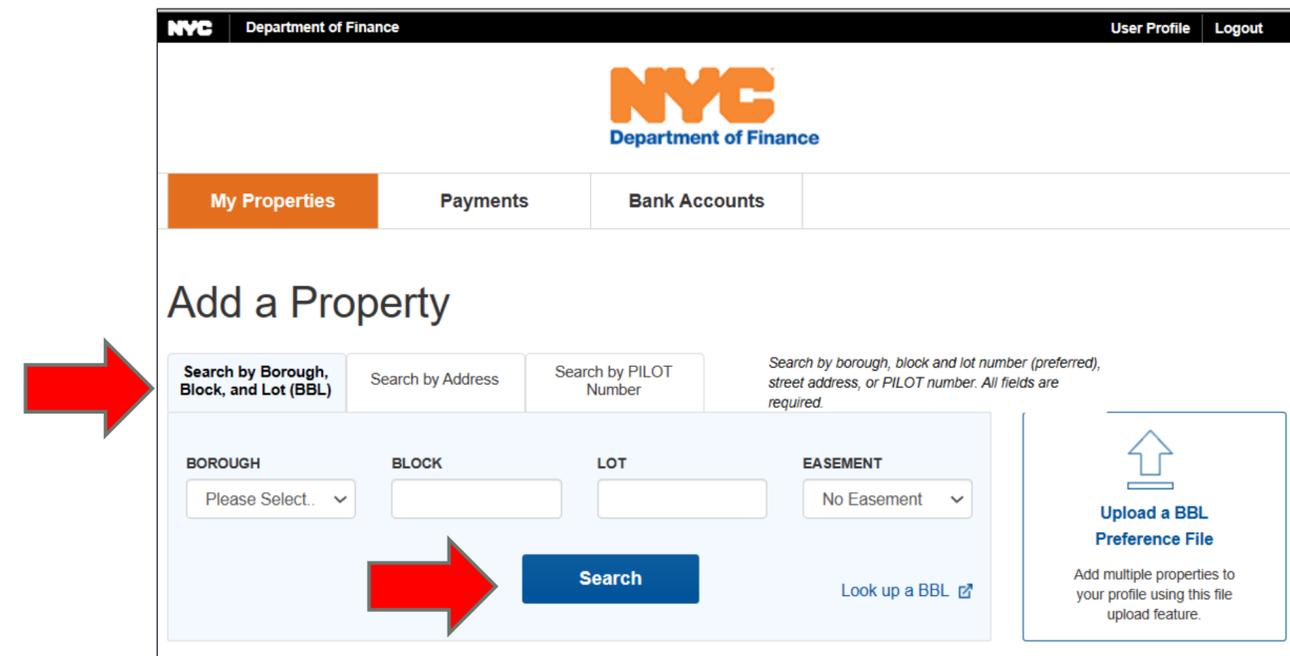
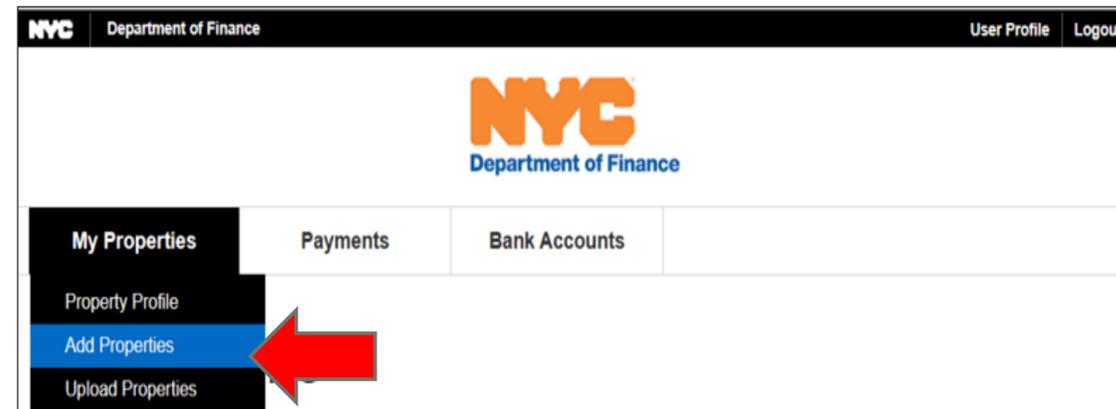
CONFIRM ACCOUNT NUMBER*

Submit

Your bank routing number can be located on your check or deposit slip in the lower left.

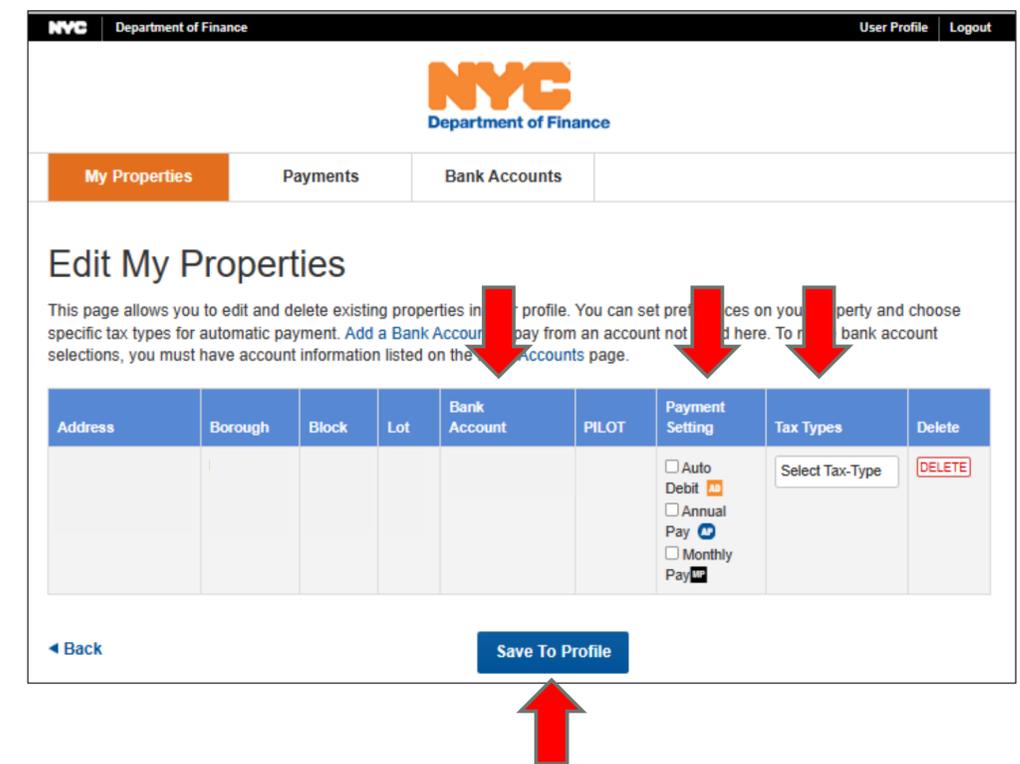
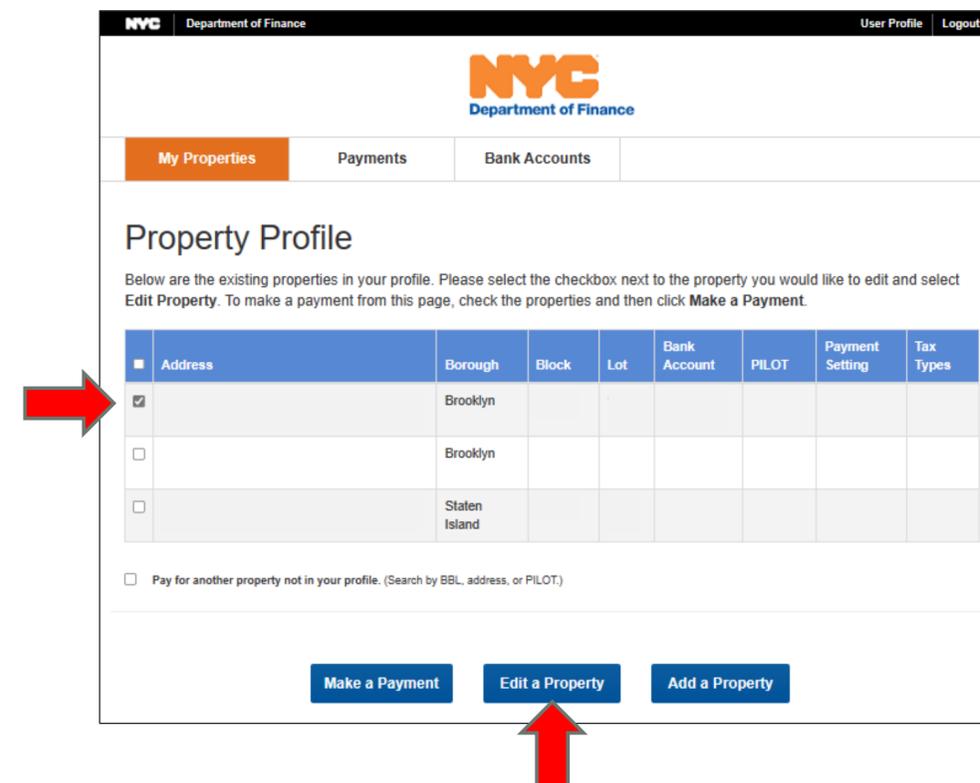
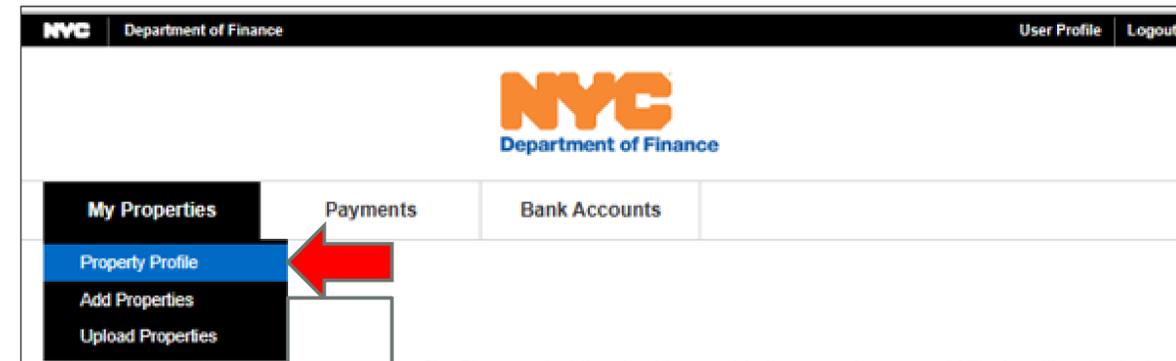
Step 7: Add your properties

- Under the My Properties tab, select Add Properties.
- Search for your property by address or its borough-block-lot (BBL) number.
- Click on Search.



Step 8: Choose your payment

- Under the My Properties tab, select Property Profile.
- Select a property by clicking on the box to the left.
- Select Edit Property.
- Select:
 - Bank Account
 - Payment Setting
 - Tax Types
- Click on Save To Profile.



Step 8: Choose your payment, continued

In the Payment Setting column, select the kind of payment you wish to make.

- Auto Debit: Your payment will be deducted quarterly or semiannually, depending on your billing cycle.
- Annual Pay: Your payment will be deducted annually on July 1, with a slight discount.
- Monthly Pay: Your pre-payments will be deducted monthly.

Payment Setting

- Auto
- Debit **AD**
- Annual
- Pay **AP**
- Monthly
- Pay **MP**

Step 8: Choose your payment, continued

If you have a payment plan, you can choose Auto Debit to have your property taxes *and* quarterly installment payments deducted automatically.

(Be sure to choose Property Tax and DOF Payment Plan on the Edit My Properties page shown on page 10 of this guide.)

Payment Setting ↑↓

Auto Debit **AD**

Annual Pay **AP**

Monthly Pay **MP**

Edit My Properties

This page allows you to edit and delete existing properties in your profile. You can set preferences on your property and choose specific tax types for automatic payment. [Add a Bank Account](#) to pay from an account not listed here. To make bank account selections, you must have account information listed on the [Bank Accounts](#) page.

Address	Borough	Block	Lot	Bank Account	PILOT	Payment Setting	Tax Types	Delete
				Please Se		<input type="checkbox"/> Auto Debit AD <input type="checkbox"/> Annual Pay AP <input type="checkbox"/> Monthly Pay MP	Property Tax x DOF Payment Plan x	DELETE

[Back](#) [Save To Profile](#)

AD will ensure that Finance will automatically debit your account on the due date of the tax installment.

AP Annual Pay will debit your account for the full amount due in the first quarter. A discount is offered when you pay your real estate taxes, in full, by the first quarter's due date. A diminishing percent is offered each subsequent quarter.

MP Monthly Pay will debit your account for part of the amount due based on whether your property is currently quarterly or semiannually billed.

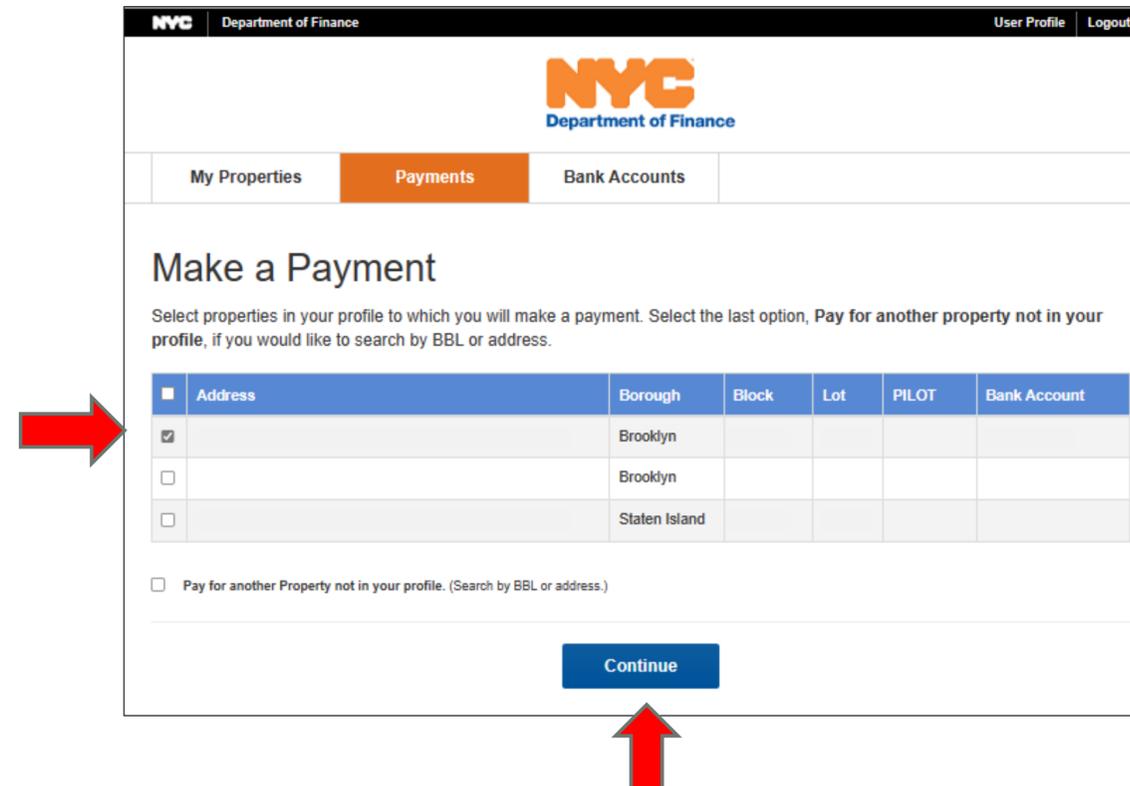
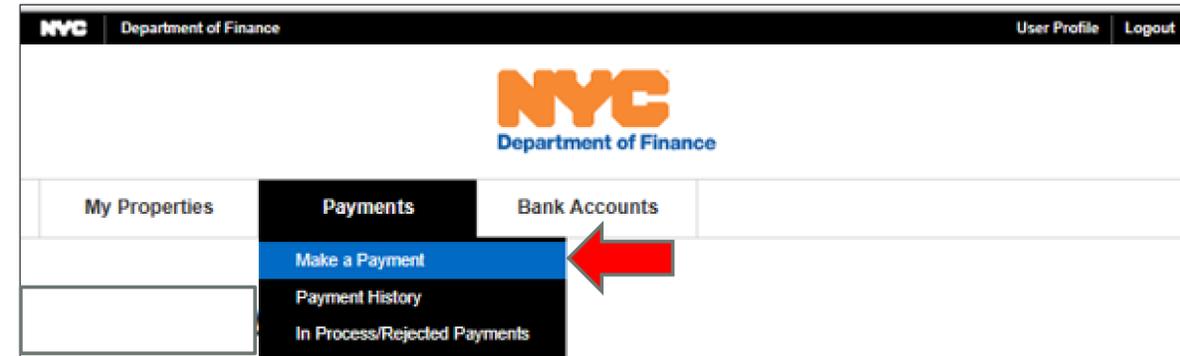
One-time payments

If you have a monthly payment plan, you can make a one-time payment in NYCePay, in addition to your automatically deducted property tax payment.

One-time payment on a payment plan: Step 1

If you have a payment plan, you have the option to make a manual, one-time payment, in addition to your automatically deducted payments.

- Under the Payments tab, select Make a Payment.
- Select a property by clicking on the box to the left.
- Click on Continue.



One-time payment on a payment plan: Step 2

- Select the Other Amount box.
- Select one:
 - Payment Method
 - Tax Type
 - Property Taxes
 - DOF Payment Plan
 - Payment Agreement Total
 - Period
- Click on Continue.

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My Properties **Payments** Bank Accounts

Property Tax Payment

This page allows you to provide payment information. You can select the Preferred Bank Account (chosen on your property profile) or other payment method, as well as a payment date and amount.
Please Note: Changing filter options will reset all data entered in the payment table of the table.

PAYMENT AMOUNT (select one)

Amount Due Today \$2,705.16 <small>Current quarter, including any past due amounts.</small>	Total Owed \$47,978.58 <small>Full tax year, including applicable discount and any past due amounts.</small>	Other Amount ✓ <small>Build your own payment by selecting tax types, pay periods and payment dates.</small>	Payment Total \$0.00
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PAYMENT METHOD
Select.

PAYMENT INITIATION 1/9/2023 **PAYMENT DATE** 01/09/2023
If desired, select one payment date for all properties and tax types here. Otherwise select different payment dates below.

TAX TYPE
Select Tax-Type

PERIOD
Select Due Date

To see the individual taxes due for a property, select the ▶ next to the property information. Select column headers to sort the data in ascending and descending order. After entering payment details, you will be able to verify the information you entered and confirm on the next page.

Properties	Borough	Block	Lot	PILOT	Tax Type	Amount Due	Payment Total	Preferred Bank Account
▶					Property Tax with Discount, if applicable, DOF Payment Plan, Payment Agreement Total	\$5,248.77	\$0.00	

Continue

One-time payment on a payment plan: Step 3

- Verify that the payment is correct.
- Click on Submit to complete the payment.

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My Properties **Payments** Bank Accounts

Property Payment Verification

Please verify that your information is correct.
Note: you must click "Submit" at the bottom of the page to complete a payment.

Payment Method Use Preferred Account	Payment Initiation Date 1/9/2023	Payment Total \$5,122.44
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Borough	Block	Lot	PILOT	Payment Amount	Payment Date
Brooklyn				\$5,122.44	01/09/2023

◀ Back **Submit**

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