

Prepay Your Tax and Sewer Bills

Overview: New Castle County offers two convenient prepayment options for your annual tax and sewer bills:

1. ACH Debit – you authorize New Castle County to automatically retrieve your funds on a monthly basis; or
2. Check + Coupon – each month you simply write a check and fill out a coupon that instructs us how you want that payment applied.

BEFORE YOU GET STARTED: MAKE SURE YOU’VE PAID YOUR MOST RECENT ANNUAL BILL, OTHERWISE, YOUR PAYMENT WILL FIRST BE APPLIED TO ANY PRIOR BALANCE.

You can check the status of your account at the following web site: <http://www3.nccde.org/parcel/search/>

1. Follow the instructions at the bottom of the page to locate your property and click on the “Search” button.
2. Once you locate your property, click on the “Details” link.
3. Scroll to the bottom of the page. Verify that all balance due amounts are equal to \$0.00. Please pay any amounts outstanding before entering into a Plan to Prepay next year’s tax or sewer bill(s). Once all balances are equal to \$0.00, you’re ready to enter into a Prepayment Plan.

If you have outstanding balances and want to learn about your options to pay off any amounts due, please contact the Office of Finance at 302-323-2600.

How do you determine how much to pay each month?

New Castle County’s website includes information on your past annual tax and sewer bills. While there is no guarantee that the billed amounts for the year in which you will be making prepayments will be the same as the amounts in the most recent annual bills, you will be able to make a reasonable estimate of the amount of your next sewer or tax bill.

How to find your most recent bill:

1. Access the following web site: <http://www3.nccde.org/parcel/search/>
2. Follow the instructions at the bottom of the page to locate your property and click on the “Search” button.
3. Once you locate your property, click on the “Details” link.
4. At the top of the screen, just below the Parcel Number, click “View Tax and Sewer Bills.”
5. Select the most recent tax and/or sewer bills.

Estimating your monthly prepayment is as simple as:

\$ Amount by which you wish to reduce your annual bill ÷ Number of Months Until Next Annual Bill

Sewer: Bills are mailed in January & are due February 28

Property Tax: Bills are mailed in July & are due September 30

Example: It’s June 15 and you want to cut your annual sewer payment in half. Your last annual sewer bill was \$240. One-half of \$240 is \$120. There are 6 months (July – December) over which to prepay before the next bill in January.

$$\$120 \div 6 = \$20 \text{ per month prepayment.}$$

If the customer in this example chooses to maintain the \$20 per month prepayment throughout the next billing cycle, their payments would spread the entire estimated annual obligation out equally over the year (\$20 x 12 = \$240).

If you need assistance making this calculation, please call 302-323-2600.

YES, I'D LIKE TO PREPAY MY ANNUAL TAX AND/OR SEWER BILL. I PREFER TO HAVE MY PAYMENTS MADE:

- **AUTOMATICALLY EACH MONTH:** [ACH DEBIT](#)
- **BY CHECK:** [CHECK + COUPON](#)

Select your preference by clicking on the link.

PLEASE NOTE:

1. Monthly prepayments are made before the actual amount of your bill is calculated. As a result, there is no guarantee that you will be able to eliminate the entire amount of your annual bill. If you prepay more than your actual bill, the over-payment will post to your account as a credit and apply to your next annual bill.
2. If you end your prepayment plan prior to receiving your next bill, any prepaid credits will be applied to future bills; they are not refundable.
3. If you know that you have unpaid amounts, monthly payments plans are still available. The terms of these arrangements are established by New Castle County. Applicants with unpaid balances requesting monthly payments should contact New Castle County at 302-323-2600 to arrange payment terms.