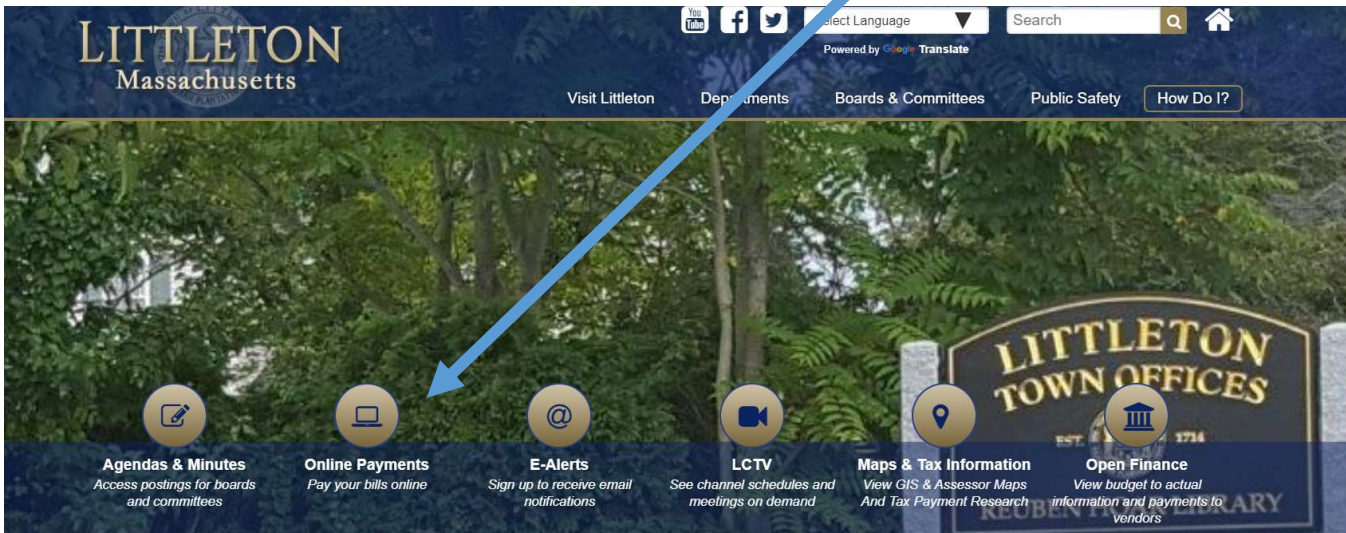


# Paying Taxes On-Line and Citizen Self-Service Instructions

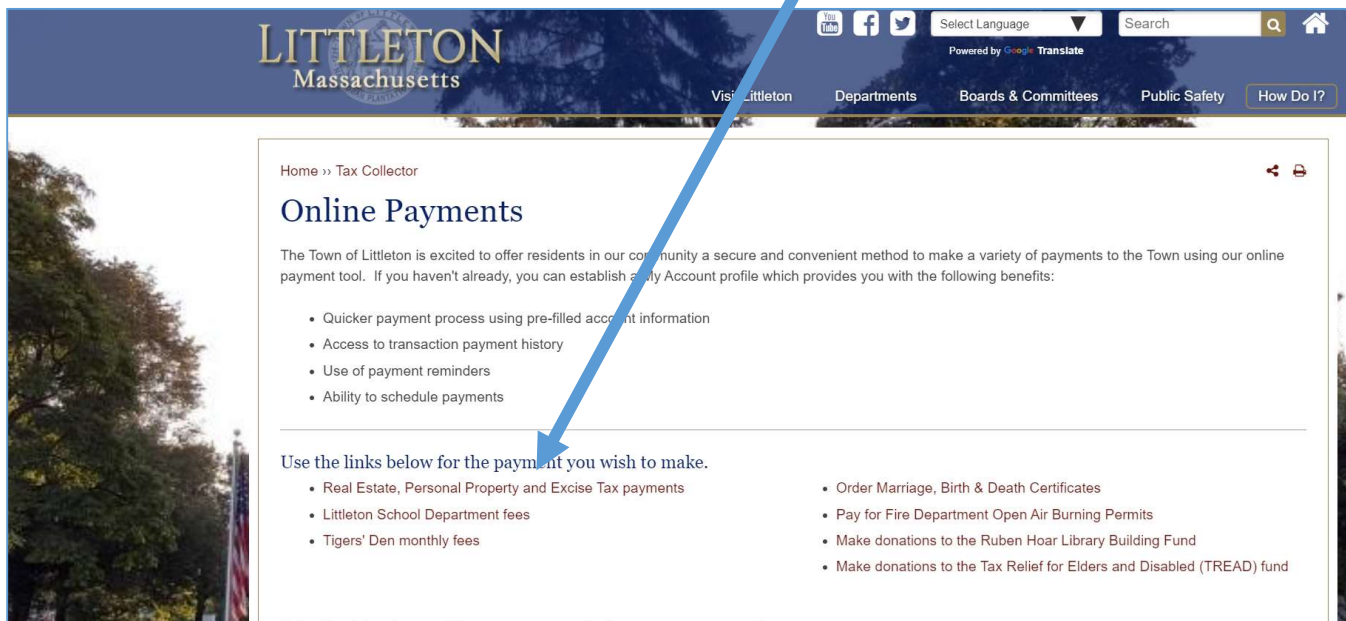
***New features*** on our website to help you view tax information and pay on-line!

## To pay your Excise, Personal Property, and Real Estate taxes on-line:

Log on to our website [www.littletonma.org](http://www.littletonma.org) and click on “On-Line Payments”:



Click “Real Estate, Personal Property and Excise Tax payments”:



On the left-side of the screen, select the **Transaction** you are paying:

The screenshot shows the UNIPAY website for the Town of Littleton. At the top, the UNIPAY logo is on the left, and contact information (1-877-227-1157, support@unipayteam.com) and navigation links (Welcome, Cart (0), Login) are on the right. Below the header is a banner image of the Littleton Town Offices. On the left side, under the heading "Transactions", there is a green menu with the following options: 2019 REAL ESTATE, 2020 REAL ESTATE Q4, EXCISE, PERSONAL PROPERTY Q4, and TREAD PROGRAM. A blue arrow points from the instruction text to the "2020 REAL ESTATE Q4" option. The main content area on the right is titled "Welcome to the Town of Littleton's Online Payment Center". It contains a paragraph about ordering certificates, contact information for the Tax Collector's Office (978-540-2405 or drichards@littletonma.org), and two payment options: Electronic Check and Credit Card. The Electronic Check section states it is free but requires a check to verify account and routing numbers. The Credit Card section lists accepted cards (MasterCard, Visa, American Express, Discover) and mentions a convenience fee and a separate fee box for the payment.

**UNIPAY**

Need Assistance? Call: 1-877-227-1157 | Email: support@unipayteam.com

Welcome Cart (0) Login

**TOWN OF LITTLETON**

**Transactions**

- 2019 REAL ESTATE
- 2020 REAL ESTATE Q4
- EXCISE
- PERSONAL PROPERTY Q4
- TREAD PROGRAM

**Welcome to the Town of Littleton's Online Payment Center**

If you would like to order a birth, business, death or marriage certificate please click [here](#).  
If you need assistance or have any questions, please contact the Tax Collector's Office at 978-540-2405 or [drichards@littletonma.org](mailto:drichards@littletonma.org)

**Payment Options:** You have two (2) options for paying your bill; either by electronic check or by credit card.

**Electronic Check:** It is free to pay by electronic check. You will need one of your checks with you when you pay your bill online in order to get your account number and the bank's routing number from it. You will be shown where this information is on your check.

**Credit Card:** We accept MasterCard, Visa, American Express and Discover for credit card payments. There will be a convenience fee for each online payment. The credit card service provider charges the fee to your credit card. When paying by credit card, the fee amount will appear in a separate box and will be totaled with the amount of the tax. ([Fee Schedule](#))

Read, and then x-out of any **Important Messages**:

The screenshot shows the UNIPAY website with an "Important Messages" pop-up box. The pop-up has a green header with the text "Important Messages" and a close button (X). The message inside states: "Partial payments are not accepted online. If you would like to pay an amount other than the full amount due, please stop by in-person to the Tax Collector's Office during normal business hours or pay by mail and enclose a copy of your bill. For more information call 978-540-2405. Office hours: Mon 8:00 am - 6:00 pm T-Th 8:00 am - 4:00 pm Fri 8:00 am - 12:00 pm". A blue arrow points from the instruction text to the close button. Below the pop-up, the website shows the "2020 Real Estate Q4" payment screen. On the left, there is a button labeled "VIEW IMPORTANT MESSAGES". The main heading is "2020 Real Estate Q4", followed by the instruction "Please enter the required information below and click 'Continue.'".

**UNIPAY**

Need Assistance? Call: 1-877-227-1157 | Email: support@unipayteam.com

Welcome Cart (0) Login

**TOWN OF LITTLETON**

**Important Messages**

Partial payments are not accepted online. If you would like to pay an amount other than the full amount due, please stop by in-person to the Tax Collector's Office during normal business hours or pay by mail and enclose a copy of your bill. For more information call 978-540-2405.  
Office hours: Mon 8:00 am - 6:00 pm T-Th 8:00 am - 4:00 pm Fri 8:00 am - 12:00 pm

**VIEW IMPORTANT MESSAGES**

**2020 Real Estate Q4**

Please enter the required information below and click "Continue."

Enter the **Bill Number** and **Tax Year**, then click **Continue** – remember:

- Excise Taxes are issued every *Calendar Year*
- Real Estate Taxes are issued every *Fiscal Quarter*
  - Qtr 1 Jul-Sep
  - Qtr 2 Oct-Dec
  - Qtr 3 Jan-Mar
  - Qtr 4 Apr-Jun
- Fiscal year 2020 is from July 1, 2019 thru June 30, 2020

**UNIPAY** Need Assistance? Call: 1-877-227-1157 | [Home](#) [Web](#)

**TOWN OF LITTLETON**

**LITTLETON TOWN OFFICES**

**VIEW IMPORTANT MESSAGES**

**Transactions**

- 2019 REAL ESTATE
- 2020 REAL ESTATE Q4
- EXCISE
- PERSONAL PROPERTY Q4
- TREAD PROGRAM

**Excise**

Please enter the required information below and click "Continue."

[To search for your bill - click here](#)

Bill Number

Tax Year


[Continue](#)

Accepted payment types:

Check		Credit	Debit	Credit	Debit	Credit	Debit



Click "Add to Cart":



# TOWN OF LITTLETON

LITTLETON TOWN OFFICES

[VIEW IMPORTANT MESSAGES](#)

## Transactions

- 2019 REAL ESTATE
- 2020 REAL ESTATE Q4
- EXCISE
- PERSONAL PROPERTY Q4
- TREAD PROGRAM

## Excise

Please enter the required information below and click "Continue."

Model Year

2014

Vehicle Make

HOND

Tax Year

2020

Bill Number

Name

Original Amount Due:	\$54.88
Interest:	\$0.04
Fee:	\$0.00
<b>Total Amount due:</b>	<b>\$54.92</b>

\*Amount due reflects payments made online.

Add To Cart

Click **“Checkout”**:

UNIPAY

Need Assistance? Call: 1-877-227-1157 | Email: support@unipayteam.com

Welcome Cart (1) Login

### Cart

Description	Price	Qty	Total	Remove
Excise	\$54.92	1	\$54.92	✕

Total: \$54.92

Accepted payment types for combined cart items:

Check Credit Debit Credit Debit Credit Debit

Add More Items Checkout

If you already have an Account, you can easily **“Sign In”** with your User Name and Password. If you do not yet have an Account, select **“Create Account”** and create your User Name and Password. This will be a great time-saver since you will only need to enter your Contact Information one time rather than each time you log on as a Guest. Or if you prefer, you can select **“Checkout as Guest”** and enter Name, Address, Phone, Email each time you pay your taxes on-line:

UNIPAY

Need Assistance? Call: 1-877-227-1157 | Email: support@unipayteam.com

Welcome Cart (1) Login

### Member Login

User Name:

Password:

Forgot your username or password?

Cancel Sign In

### Checkout as Guest

To continue without saving your information, click **Checkout as Guest**.

If you would like to create a new UniPay account and save your details for future payments, click **Create Account**.

Create Account Checkout as Guest

Great Customer Support!

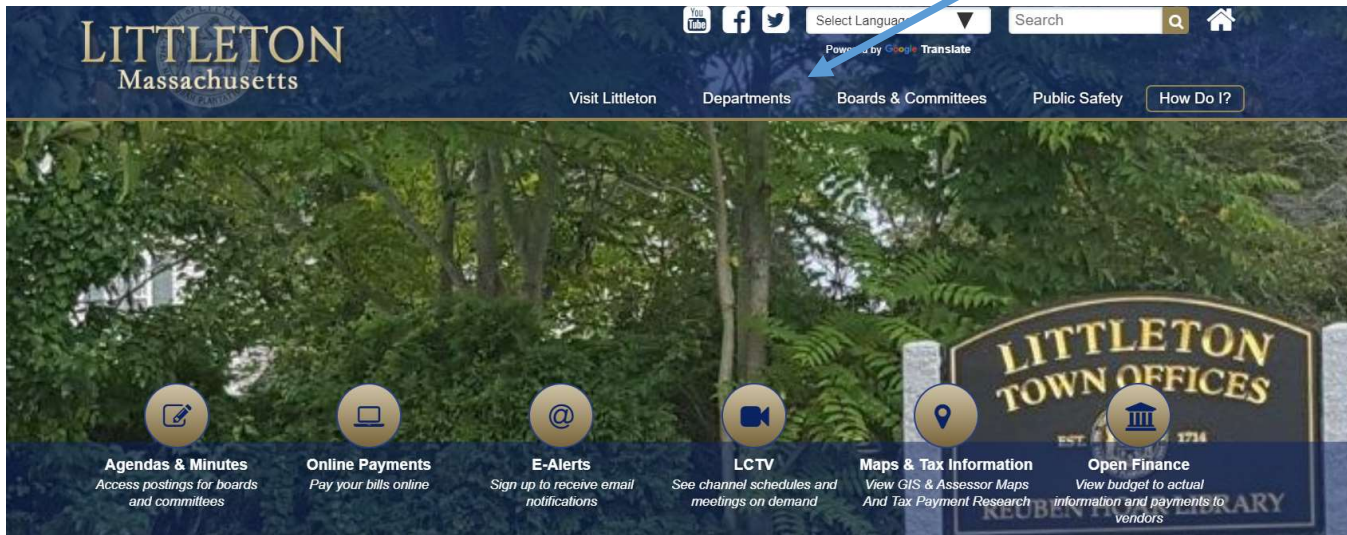
Then choose how you would like to pay\*:

- **Electronic Check:** It is free. Please have your bank’s routing number and your account number handy (from your checkbook) as you will need to enter those numbers if you pay by Electronic Check.
- **Credit Card:** We accept MasterCard, Visa, American Express and Discover. There will be a convenience fee for each online payment which you will have an opportunity to see prior to completing the transaction. The credit card service provider charges the fee to your credit card. The fee amount will appear in a separate box and will be totaled with the amount of the tax.

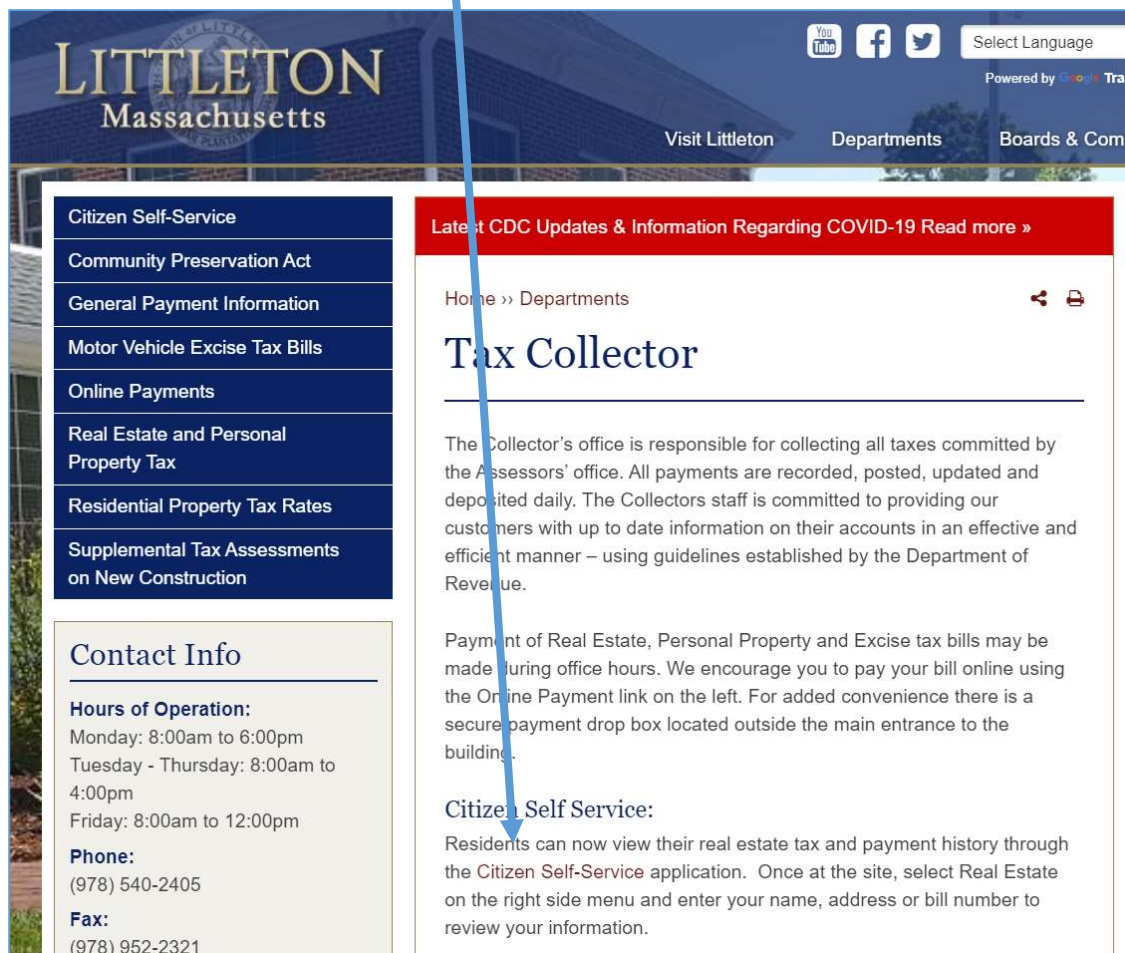
\* **Note:** Your payment may not be reflected in Citizen Self-Service until the next business day.

## To View REAL ESTATE Tax Information through Citizen Self-Service:

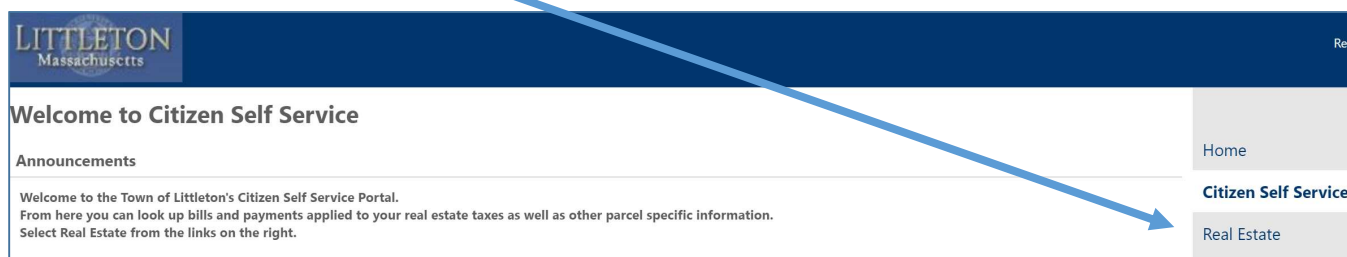
Log on to our website [www.littletonma.org](http://www.littletonma.org) and click (or hover over) “Departments” and then select “Tax Collector”:



Click on “Citizen Self-Service”:



Click on “Real Estate”:



**LITTLETON**  
Massachusetts

Welcome to Citizen Self Service

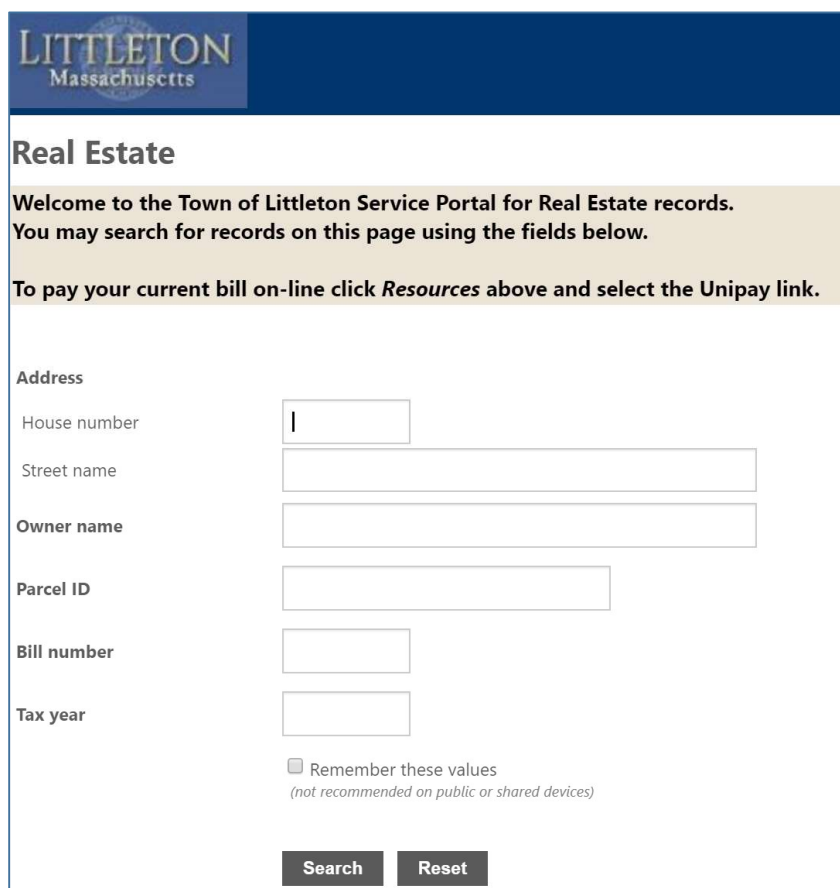
Announcements

Welcome to the Town of Littleton's Citizen Self Service Portal.  
From here you can look up bills and payments applied to your real estate taxes as well as other parcel specific information.  
Select Real Estate from the links on the right.

Home  
Citizen Self Service  
Real Estate

To find your Real Estate Tax information, you will *either* need:

- Parcel ID, OR
- Bill Number, OR
- Address (to enter address, just enter the house # and the first word of the street; you may then need to select from several you find – better to enter less information because if for example, you enter “Road” but the software has it saved as “Rd” it will not find your information)



**LITTLETON**  
Massachusetts

## Real Estate

Welcome to the Town of Littleton Service Portal for Real Estate records.  
You may search for records on this page using the fields below.

To pay your current bill on-line click **Resources** above and select the Unipay link.

**Address**

House number

Street name

**Owner name**

**Parcel ID**

**Bill number**

**Tax year**

☐ Remember these values  
(not recommended on public or shared devices)

**Search** **Reset**



If you find several properties, you can sort by any of the header labels (i.e., by clicking on Tax Year you can sort oldest to newest or vice-a-versa):



**LITTLETON**  
Massachusetts

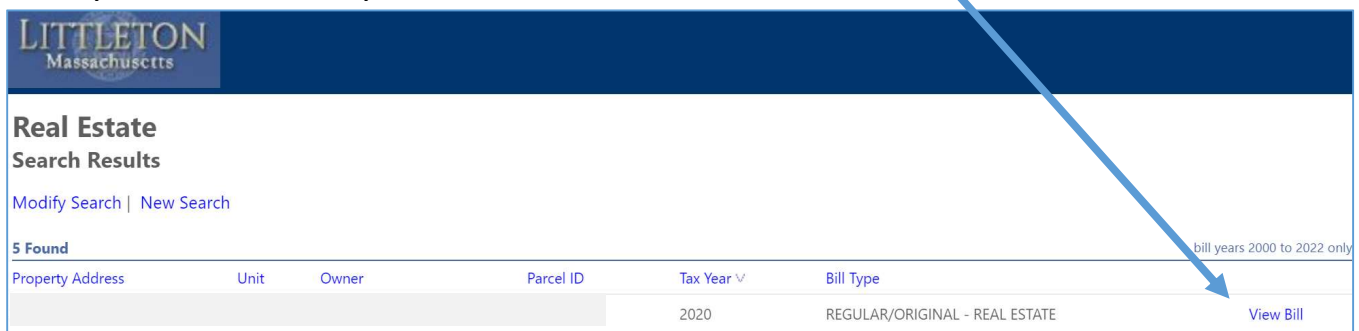
## Real Estate Search Results

[Modify Search](#) | [New Search](#)

5 Found

Property Address	Unit	Owner	Parcel ID	Tax Year	Bill Type
------------------	------	-------	-----------	----------	-----------

Once you find the item you are interested in, click “View Bill”:



**LITTLETON**  
Massachusetts

## Real Estate Search Results

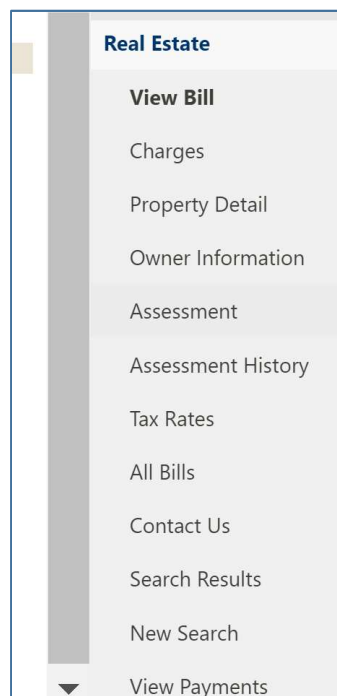
[Modify Search](#) | [New Search](#)

5 Found

Property Address	Unit	Owner	Parcel ID	Tax Year ▼	Bill Type	
				2020	REGULAR/ORIGINAL - REAL ESTATE	<a href="#">View Bill</a>

bill years 2000 to 2022 only

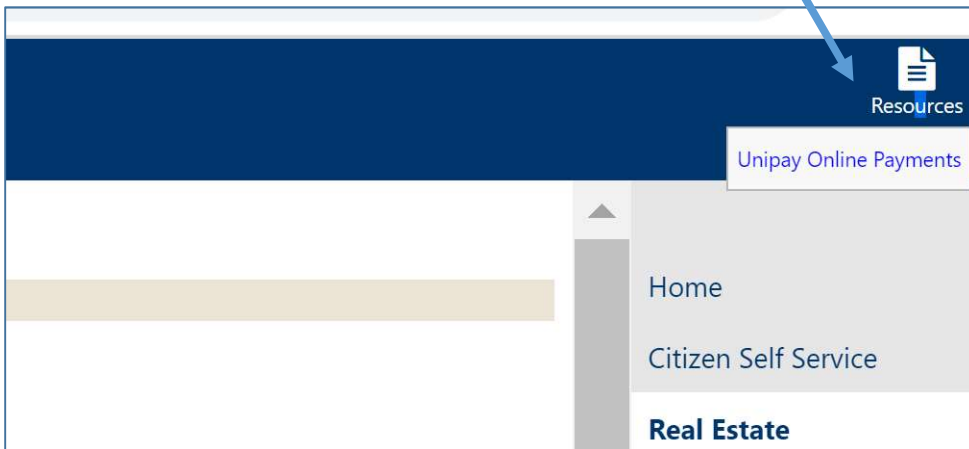
Once you are viewing the information, note the choices on the right side of the screen for more information!




<b>Real Estate</b>
<b>View Bill</b>
Charges
Property Detail
Owner Information
Assessment
Assessment History
Tax Rates
All Bills
Contact Us
Search Results
New Search
▼ View Payments





To jump over to *PAY* your Bill, Click on “**Resources**” (on the upper right of the screen) and it will take you to the UniPay Online Payments screen (and follow the instructions for Paying Your Bills Online beginning on Page 2):





Need Assistance? Call: 1-877-227-1157 | Email: support@unipayteam.com

[Home](#) [Cart \(0\)](#) [Login](#)



### Transactions

2019 REAL ESTATE

2020 REAL ESTATE Q4

EXCISE

PERSONAL PROPERTY Q4

TREAD PROGRAM

### Welcome to the Town of Littleton's Online Payment Center

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IF YOU HAVE ANY QUESTIONS PLEASE FEEL FREE TO CALL OUR OFFICE AT 978-540-2405 OR EMAIL OUR TAX COLLECTOR DEBBIE RICHARDS AT [drichards@littletonma.org](mailto:drichards@littletonma.org)