

Village of Jonesville Online Bill Pay Instructions

This option may be used to pay your water and sewer bill or your property taxes with a credit card, debit card, or electronic check.

Simply go to <https://is.bsasoftware.com/BSA.IS/default.aspx>.
You may also call (800) 272-9829 (Enter Jurisdiction Code, 7129).

PLEASE NOTE: THERE ARE CHARGES TO USE THIS FEATURE, which is administered by Official Payments Corporation.

The first step is to create an account. You will be required to set up a user name and give your email address in order to create an account. You will also need to select a password to use.

Once you are logged in, select “Property Tax Search” or “Utility Bill Search” on the left side of the screen. You can search for your account, using name, address, or parcel number. The information you enter must be **exactly** as it is shown on your bill. If you search by parcel number, enter it as shown in the example below. The system will ask if you are the owner of the selected property. You must answer yes to continue. You will then see the detail of your bill. The total due will show and “Pay Online” will be just to the right of that. Enter the amount you wish to pay and accept the “Terms and Conditions” to continue. Enter the required information and click “Continue”. Follow the appropriate prompts from that point. You may choose to print a receipt or have the confirmation emailed to you.

PLEASE NOTE: It takes up to two business days for the transaction to show in the Village’s records.

The charges will show separately on your bank/credit card statement. The bill amount will be one charge and the user fee will be another.

Please note: Property tax and utility transactions may not be combined. The fees are different for each option (3% of the total for property taxes and \$3.95 for utility payments).

Please call the Village Office at (517) 849-2104 during regular business hours (Tues – Fri 7:30 a.m. – 6:00 p.m.) if you have any questions.

* Parcel number example: On your tax bill: 30 06 060 001 056; enter 06 060 001 056.