Spring ISD Property Tax Payment Process

Payment options: At 420 Lockhaven Drive Houston, TX 77073 by check, cash, money order or credit card (with a credit card there is a 2.65% fee and 1.99% debit card fee) If you visit us after hours of operation or closure, you may place your payment in the drop box to the left side of the entrance. Mail payment to Spring ISD Tax Office PO Box 4826 Houston TX 77210-4826 or visit our web page at www.springisd.org

While in the main district page follow the next steps and links:
- Department (can be found on the top row)
- Finances and Operations (drop down tab can be found on the right)
- Tax Office (drop down and click on the tab)
- Tax Statement Locator/Pay Your Taxes (click on the box)
- Follow Steps 1 – 3
- Step 4 (Hit Search tab)
- Click on the account number (to view your Statement)
- Below the Statement you can choose from the following:
  - Pay by Credit Card or Pay by e-Check
  - Tax Payment Options (once you have made your choice) a High Volume Warning may appear on your screen click “ok” to continue
  - Please Note there is a 2.62% fee charge for Credit Card Online/Credit Card by phone payments and $4.20 charge per transaction for e-check
  - Choose Credit Card Online www.officialpayments.com or Credit Card by Phone 1800-272-9829 You will be asked to enter a Jurisdiction Code 5392 (this number identifies the school district)
  - Click on the link www.officialpayments.com (to get started with your online payment)
  - Within the main page you must register by creating an account which must be linked to an active email address
  - Drop down and under the Submit tab (click on Sign up)
  - Set Up My Account (Personal Information)
    - *Country
    - *Name
    - *Middle Name
    - *Last Name
    - *Street Address
    - *City
    - *State
    - *Zip Code
    - *Daytime Phone
    - *Mobile Phone
    - *E-mail Address
    - *Re-enter E-mail
    - *Create Password (Passwords must be 8-20 characters long and must contain a combination of 3 of these options: Uppercase Letter(A-Z) Lowercase(a-z) and Special characters !@#$%) Example: Jessica@5212
    - *Re-enter Password
    - *Challenge Password
    - *Challenge Response
• Check the box if you are a small business
• Click Continue (check your email to finish setting your account)
• Click on Home (it will take you to the main page)
• Payment Center (on the top bar)
• Local Payments (click)
• Enter Jurisdiction code 5392 (enter)
• Go to Payment Type (click on the arrow select Real Estate and Property Tax)
• Make a payment (click)

Please remember to write down your email address and password. You will need it to view your account history and other services.

Email Address: ___________________________ Password: ___________________________

Note: You have from October 1 – January 31, to pay the Taxes without penalty or interest. On February 1, all unpaid taxes become delinquent therefore penalty and interest are added and continue to increase until taxes are paid in full. If you do not receive a statement please contact our office so we can mail you another statement and to obtain your total amount due.