

City of Grand Rapids Department of Treasury – Income Tax Payment Options

Our office is located at 300 Monroe NW, Grand Rapids, MI, in the City Hall Building on Calder Plaza, Third Floor. Phone: 616-456-3415. Hours: 7:30 – 5:00 p.m. A balance usually does not need to be paid in full, but to pay off a balance owed, call our office for the current total amount. We accept income tax payments in a number of ways:

Credit Card Payments using VISA, MasterCard and Discover/Novus

- **Telephone** – Make a payment by phone using a credit card. This is a service provided to the City by Official Payments, so there is a 3% fee. The phone number is 1-877-495-0333.
- **Web** – Make a payment with a credit card by using the website www.officialpayments.com. This is a service provided to the City by Official Payments, so there is a 3% fee.
- **Fax** – Fax your credit card information to our department using the Grand Rapids City Treasurer Fax Credit Card Payment Advice form. Our staff can either fax or email the blank form to you. Complete and sign the form and fax it back (fax: 616-456-4540); do not email it. There is a small fee for making a credit card payment by fax.
- **In Person** – There is a small fee for making a credit card payment in person.
- **Credit Card Fees** –
 - \$39.99 or less - fee is \$1.00
 - \$40.00 to \$74.99 - fee is \$2.00
 - \$75.00 and over - fee is 2.5% (\$3.00 minimum)

We cannot accept credit card payment information in email form.

Direct Withdrawal from Checking or Savings Account

- **Telephone** – We cannot process payments using a checking or savings account over the telephone.
- **Web** – Make estimated tax payments at www.municconnect.com/grandrapids. There are several steps required to setup an account, but you then would have access to your total estimated tax payments made for the year—if you make all the payments using this method.
- **Fax** – Fax your checking or savings account information to 616-456-4540 using the Grand Rapids City Treasurer Fax Credit Card Payment Advice form. The form can be faxed or emailed to you upon request. Please also provide a copy of a voided check or savings account deposit ticket.
- **Email** – Make a payment using your checking or savings account by emailing your complete name, daytime telephone number, bank routing number, bank account number, name of the financial institution, the type of account, amount to be paid, and date the payment is to be processed (withdrawn) to grincometax@grcity.us.
- **In Person** – Payments using a debit card can be made in person at the tax office (address is above).

Check and Money Order

- **By Mail** – Make checks payable to the “Grand Rapids City Treasurer.” Write your social security number or federal identification number (or Grand Rapids income tax account number) on the check and write the type of tax that you are paying: **Never send a check or money order without some form of documentation.** Mail to Grand Rapids Income Tax, PO Box 347, Grand Rapids, MI 49501.
- **In Person** – Payments by check or money order are always welcomed.

Cash Payments Are Payable Only in Person

Warrant Payments

Bench Warrant payments made before a guilty plea or verdict may be paid in person or by mail. But the payment may only be made by cash, money order, or certified check. Do not mail cash.

Bench Warrant payments for tax liabilities that are under a guilty plea or verdict are payable only through the 61st District Court. Contact: 616-632-5525 or pay online: <http://www.grcourt.org/>.