The Town of Roseboro is working with Payment Services Network (PSN) to offer an online payment option for our utility and tax customers. PSN is a company which has achieved Level 1 Certification by the credit card industry. They specialize in providing services to municipalities and utility companies.

With this new payment option, customers have the ability to pay their utility bills and tax bills online, anytime from anywhere! To make a payment online, customers will need to:

- 1. Have your account # from your utility and/or tax bill
- 2. Click either "Pay Utility Bills Here" or "Pay Tax Bills Here" located at the right
- 3. Click "Register Now" This is only for the first time you use the service. After this first time, you will then use the "Please Log In" for future payments. It is very important that you remember your password.
- 4. You must enter your account # found on your utility or tax bill without the dashes (-) (Ex.: 0012345678901)
- 5. You must enter your last name

PSN also provides a call center where customers can make payments right over the phone by calling a toll free number. Utility customers call 1-877-885-7968. Tax customers call 1-866-917-7368.

## You can pay your Town of Roseboro utility bill and tax bill by credit or debit card, as well as by check or savings!

Note: Any customer who submits payment by check and the check is returned for nonpayment, the customer's account will be flagged so that the only forms of acceptable payment will be cash, certified check, money order, or credit/debit card.

The Town of Roseboro is making your life easy with many payment options. We trust you will enjoy the convenience of these new services!

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