

Instructions to View School Tax bills and/or retrieve copies of tax bills

Website- www.bataviacsdsd.org

District Information-Business Office-Tax Collector-{Print Tax} button

Under Required Information for Search:

Tax Type should default to "School"

District should default to Batavia City School District

Town/City – click on the drop down arrow – choose one of the following depending

on the location of the property you are looking up (optional)

Batavia (City)

Batavia (Stafford)

Batavia (Town)

Year – drop down box – Only the current year is available

Under Property Information – Choose only ONE of 2 options:

Name – Last (type in 1st box), First (type in 2nd box) – recommend to only type in last name

Address – Street Number (type in 1st box) – Street Address (type in 2nd box) you do not need to complete both fields – only if you want to minimize the records being viewed.

Click on the Search button

Click on "View" on the left hand side of the screen

The school tax bill should appear on the screen – if a receipt is needed, scroll to the bottom of the page – 3 blue boxes appear – click on the Receipt box – a paid receipt will appear on the tax bill – print if needed

Helpful hints

Looking up by name – type in exact spelling of the owner's last name

Looking up taxes by address – Street number needs to be exact – example 105-107 street number – if just using the number, all addresses with that number will appear

Street Address – do not include Street, Avenue, Drive, Place, Park etc.

If the exact street number is not known, just type in the street name, the whole street appears alphabetically by the owner's last name

There is no North Lyon St. or South Swan St. – Type in Lyon or Swan