

## PagoPA per Matrimoni Palazzo Comunale - Inglese

**Payment modalities:** payment must be made within 5 working days before the celebration in the following way:

- portal PagoPA of the Comune di Spoleto

<https://www.cittadinodigitale.it/apspagopa/Payment/PagamentiAnonimiTipoPagamento>

-Look for "Spoleto"

-Section 'Pagamento Spontaneo'

-Select 'Nolo sale Palazzo Comunale', and fill in the following fields:

◦C. Fiscale: enter the tax code of the debtor (of a single nuptial or civil partnership constituent)

◦Ragione Sociale: Last and first name of the debtor (of the nuptial couple or civil partnership constituent only, referring to the tax code entered above)

◦Email: enter debtor's email

◦Data concessione: enter the date of the celebration at the municipal seat

◦Ora inizio concessione: enter the time of the celebration at the municipal seat

◦Importo: Enter the amount notified for the room hire

- Click 'Continua', then click 'Aggiungi al carrello'

then, choose between Immediate Payment (click on 'Paga') or Deferred Payment (click on 'Stampa Avviso') in order to pay according to the information on the website.

**Important!!!** Whichever method you choose, it is very important that you **print and keep the receipt of payment and submit it** within 5 working days before the celebration to the Mayor's Staff Office at the following e-mail address [pagopa.segreteriagenerale@comune.spoleto.pg.it](mailto:pagopa.segreteriagenerale@comune.spoleto.pg.it)