



## How to pay your Property Tax and/or Water Utility bills online or via phone through your financial institution

### EBANKING:

**\*\*\* You must first sign up for online banking with your financial institution. \*\*\***

Once you have registered for online banking here are the steps:

- To set up the PAYEE, sign in to your online banking and locate the “MANAGE PAYEES” section.
- The PAYEE is either TOWN OF PORT HAWKESBURY PROPERTY TAX or TOWN OF PORT HAWKESBURY WATER.
- For **Property Tax**: locate the MUNICIPAL ACCOUNT NUMBER and use that number for the payment account e.g. 00999999
- For **Water/Utility**: locate your ACCOUNT # (when entering this number do not include the decimal point) and use that number for the payment account; e.g. 00999900
- Once the PAYEE has been set up, you can then go in and choose TOWN OF PORT HAWKESBURY TAX or WATER. Then choose the bank account to pay from, and enter the amount you wish to pay.
- You can then conclude and confirm the payment process at this time. You should see the payment on your online bank statement almost immediately.

PROPERTY TAX INVOICE	
Due Date	June 1, 2020
Amount Due	1,173.60 \$
Municipal Account Number	00999999

WATER INVOICE	
Account Number	Service Address
009999.00	123 Main Street

### BY PHONE VIA FINANCIAL INSTITUTION:

Many banks are helping you through this time by allowing you to call them to make a bill payment. You will need the same information and your financial customer service agent will ask the necessary questions.

***If you prefer to go into your financial institution many ATM's have directions listed on how to pay your bill through the automated teller.***

**For further information or questions please call 902-625-2591**