

To submit payment electronically, please follow the steps below:

1. Complete the Payment Information and Payer Information sections below.
2. Email this completed form to the City staff member requesting the payment and AR@pickering.ca using **subject line: EFT Payment include payment reference (i.e., application number and/or site address)**. Once staff have received this form, staff will email you the City's banking information. **Please note failure to provide the Electronic Fund Transfer (EFT) Information Form may result in processing delays and could result in failure to satisfy condition(s), if applicable.**
3. Send the requirement payment to the City of Pickering and email the receipt to the City staff member requesting payment and copy AR@pickering.ca.

Payment Information

Applicant Name _____

Owner Name _____

Application File Number(s) (if applicable) _____

Municipal Address/Roll Number _____

Purpose of Payment (provide brief description)

Amount of payment \$ _____

Expected Date of Payment

Please confirm the method of payment by checking the applicable box below:

- ☐ Electronic Funds Transfer (bank to bank)
- ☐ Wire Transfer (\$15 bank transfer fee must be added to payment amount)

The payer is responsible for confirming with their bank which method of payment is used. The payer is also responsible for paying any outgoing and incoming bank transfer service fees, so that the correct payment amount is received by the City. As a result, if paying by wire transfer, a \$15 bank transfer fee must be added to the payment amount prior to transfer.

Payer Information

Individual Name or Legal Business Name

GST/HST Registration Number (if applicable) _____

Street Address _____

City _____ Province _____ Postal Code _____

Telephone _____ Email Address _____

Notes

No payment shall be made without the submission of this completed Electronic Fund Transfer Information Form.

Refunds can only be issued to the individual/company that made the original payment.