

## **In Person at City Hall**

- 500 – 2 Avenue NE
- Monday to Friday, 8:30 am - 4:00 pm (excluding statutory holidays)
- Accepted payment methods: cash, cheque (post-dated accepted), debit or money order

## **24-Hour Drop Box**

- Located at the City Hall main entrance
- Non-cash only
- Payments placed in the drop box after 4:00 pm on the due date are considered late

## **By Mail**

- Make cheques payable to “City of Salmon Arm” and include payment stub or account number
- Mail to Box 40, Salmon Arm, BC V1E 4N2
- Postmarks are not accepted as proof of payment – please allow sufficient time for delivery
- In the event of a postal disruption, please utilize alternate payment methods to ensure the payment is received by the due date

## **At Your Financial Institution**

- Most Canadian financial institutions will accept payments for the City of Salmon Arm Property Taxes and Utilities.
- Please bring your Property Tax Notice or Utility Bill with you.

## **Online or Telephone Banking**

- Property Tax Payments
  - Add Payee
  - Search “Salmon Arm”
  - Choose “Property Tax”
  - Account Number - Use the last 8 digits of your Roll Number located on your Property Tax Notice
  - IE. 322 00000 000
  - Do not enter the first three digits (322), or the decimal
- Utility Payments
  - Add Payee
  - Search “Salmon Arm”
  - Choose “Utilities”
  - Account Number - Use the 13-digit account number located at the top left of your Utility Bill

**Online Banking for Other Municipal Fees:** Paying for pet and business licenses, permits, parking tickets, garbage or food bag tags, accounts receivable, and more.

- Login to your online banking
- Add Payee
- Search “Salmon Arm”
- Choose “Property Tax”
- Account Number – Use 99999999

When a payment is made to this account, an email must be sent to [CSC@salmonarm.ca](mailto:CSC@salmonarm.ca) within two (2) days of payment. Please note that any payment received without an email notification will be rejected and sent back to the payor.

Please include the following information to ensure your payment is applied correctly:

- Your Name and Customer Number
- Name on Bank Account (if different than name above)
- Financial Institution Used for Payment
- Payment Amount
- Payment Date
- Payment Description – please provide as much detail as possible so that your payment is allocated correctly

Examples of Payment Description:

- Accounts Receivable: Customer number and invoice number
- Parking Tickets: Parking ticket number (if applicable)
- Garbage or Food Bag Tags: Number of tags purchased and your mailing address

## **Credit Card**

The City of Salmon Arm does NOT accept credit card payments.