

# PAY YOUR TAXES ONLINE!



## HOW TO:

Residents are encouraged to make their tax payments via their online or telephone banking.

1. Open banking app or banking website and login
2. Go to Pay Bills
3. Click "Add Payee", select "Taxes" and search "Admaston" (there could be several variants of how appears; Ex. Twp of Admaston/Bromley taxes, Admaston/Bromley Township, Township of Admaston Bromley taxes)

\*If you have multiple properties, each roll number must be added and amount paid to each roll number

Each bank requires a different number sequence (11 - 15 digits) and may not accept hyphens or spaces. Please use reference list below.

| Banking Platform                               | Roll Number Format for Online banking                    |
|------------------------------------------------|----------------------------------------------------------|
| Bank of Montreal (BMO)                         | 4742-XXX-XXX-XXXXX                                       |
| CIBC                                           | 4742-XXX-XXX-XXXXX                                       |
| Scotiabank                                     | 4742-XXX-XXX-XXXXX-0000                                  |
| RBC                                            | 4742-XXX-XXX-XXXXX-0000                                  |
| TD Bank                                        | Drop the first four and last four digits (XXX-XXX-XXXXX) |
| Central 1, Manulife, Meridian (MCU), Tangerine | 4742-XXX-XXX-XXXXX                                       |

## OVERDUE TAX ACCOUNTS

Payment must reach our office by the due date. A penalty of 1.25% per month will be added to any outstanding taxes on the 1<sup>st</sup> business day of each month. Failure to receive a tax bill does not relieve the taxpayer from payment of taxes or penalties.

## NEED TO CHANGE YOUR MAILING ADDRESS?

This can be done by filling out our change of address form on our [website](https://admastonbromley.com/finance).

([admastonbromley.com/finance](https://admastonbromley.com/finance))

Completed forms can be submitted in person at the office (477 Stone Rd.) or by email ([info@admastonbromley.com](mailto:info@admastonbromley.com)). For more information please call the office at (613)432-2885.