

# Utilities, Licenses and Other

## Making payments online & in-person



**Town Hall is now open and has resumed in-person departmental operations. Masks are recommended inside of Town Hall for people 12 years and older who are not fully vaccinated.**

### **Payment by cash, cheque or Interac:**

Payments by cash, cheque or interac debit can be made at the front counter in Town Hall, located at 1809 Beaufort Avenue, Comox. For large interac payments, please ensure the transaction limit set by your bank

### **Payment by cheque**

**\*\*\* DON'T FORGET TO INCLUDE YOUR INVOICE OR ACCOUNT NUMBER WITH YOUR CHEQUE\*\*\***

Mail or deliver cheques payable to 'Town of Comox' with your Account Number written on the memo line of the cheque:

Town of Comox  
1809 Beaufort Avenue  
Comox BC V9M 1R9

### **Online Banking Options**

Persons wishing to pay for utility bills, Business License's and other invoices through their online banking provider should select the 'Comox (Town of) Utilities & Licenses' account option. (Wording may vary dependent of financial institution).

**Step 1:** Log on to your online banking website and proceed to the Bill Payment option

**Step 2:** Search for 'Comox'

**Step 3:** Add 'Comox (Town of) Utilities & Licenses' as a payee

**Step 4:** Go to the 'Pay Bills' option provided by your financial institution, then select the newly set up 'Comox (Town of) Utilities & Licenses' payee and make your payment in the desired amount

**Note:** When entering your Account Number the entry field may require a specific # of digits (dependent on financial institution). Try entering 0's in front of your account number in order to increase the length of the account number. I.e. 0000123456.

**NOTE: THE TOWN OF COMOX DOES *NOT* ACCEPT CREDIT CARDS**

For more information, please contact:  
TOWN OF COMOX—FINANCE DEPARTMENT  
1809 Beaufort Avenue, Comox, B.C. V9M 1R9  
Tel. (250) 339-2202 Email: town@comox.ca Website: comox.ca  
Hours of Operation: 8:30 am—4:30pm, Monday to Friday.