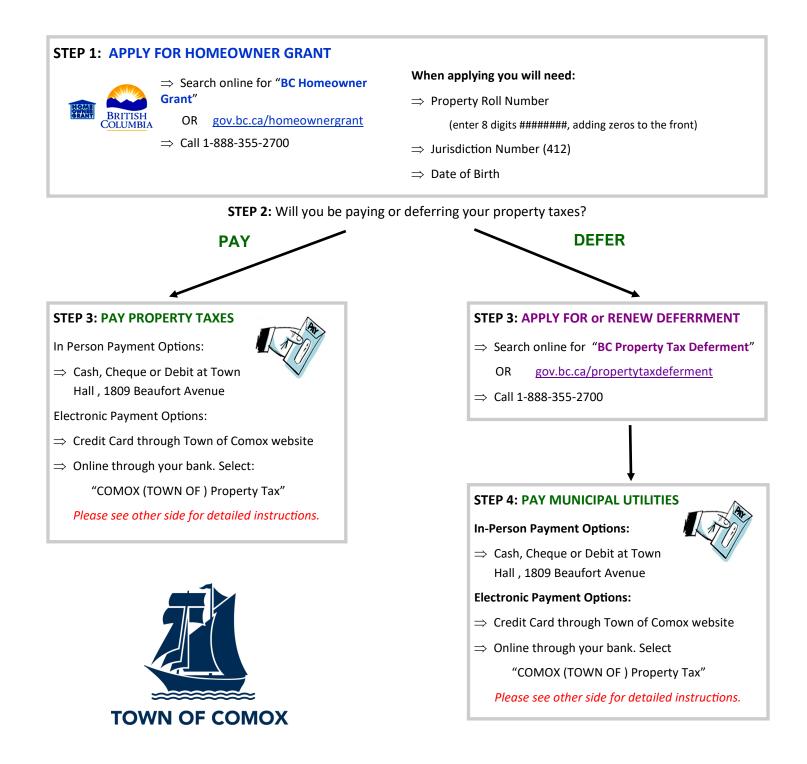


## PROPERTY TAX INFORMATION DUE DATE: JULY 4, 2022

2022 property tax notices will be mailed in late May Available online Mid-May for Online Service Registrants

### **Instructions To Complete Your Property Taxes**





# **PROPERTY TAX INFORMATION**

### DUE DATE: JULY 4, 2022

2022 property tax notices will be mailed in late May Available Mid-May for Online Service Registrants

## **Detailed Payment Options**

### **Payment by Cheque**

- $\Rightarrow$  Please make cheque out to "Town of Comox"
- ⇒ Post dated cheques are accepted, dated on or before due date.
- $\Rightarrow\,$  Please include your Roll Number (Found on Notice) on the cheque

 $\Rightarrow$  Cheques can be delivered or mailed to:

Town of Comox 1809 Beaufort Avenue Comox BC, V9M 1R9

#### **Payment in Person**

- $\Rightarrow$  Town Hall is open Monday to Friday from 8:30 am to 4:30 pm.
- ⇒ At the Town Hall we can accept payment by Cash, Cheque, or Debit Card

### Payment by Credit Card

- ⇒ Visit the Town of Comox website to Register for Online Service.
- $\Rightarrow$  Once registered, login and select **Property Tax**
- $\Rightarrow$  Add Property Tax Account
  - Account number = Roll Number (Found on Notice)
  - Access Code = Online Code found on the property tax notice

 $\Rightarrow$  If paying by **Debit Card,** please ensure the withdrawal limit is high enough to make the payment. Please contact your bank in advance to confirm or change.

- ⇒ Select property Account number (Roll Number)
- ⇒ Here you can view your Property Tax Notice and enter amount to be paid.
  - Click on 🖄 to add.
- $\Rightarrow$  Go to Cart
  - Add Credit Card Information.
  - Select "Checkout for \$XXXX.XX"

Please note there will be a \$0.25 plus 2.9% convenience fee added for this transaction

#### **Payment by Online Banking**

- $\Rightarrow$  Log in to your online banking website
- $\Rightarrow$  Add Payee
- $\Rightarrow$  Search "Comox"

- $\Rightarrow$  Select "COMOX (TOWN OF) Property Tax"
- ⇒ NOTE: Account number is your Roll Number (Found on Notice)