PROPERTY TAX

Making Property Tax payment online & in-person



Payment by cash or Interac:

Payments by cash 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 will allow you to pay the total balance outstanding.

Payment by cheque

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

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

Town of Comox 1809 Beaufort Avenue Comox BC V9M 1R9

Online Banking Option

Persons wishing to pay for Property Taxes through their online banking provider should select the 'Comox (Town of) Taxes' 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) Taxes' 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) Taxes' payee and make your payment in the desired amount

Note: When entering your <u>Account Number</u> (Property roll #) 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.

IMPORTANT: The confirmation number issued by your financial institution serves as your confirmation that payment will be made; please keep this information for your records. No receipt will be issued by the Town of Comox, unless requested. Online banking payments can take up to 24-72 hours to be processed by your financial institution and deposited into the Town's bank account. Please be mindful of this processing time when making Property Tax payments before the annual tax collection deadline.

PLEASE NOTE: THE TOWN OF COMOX DOES NOT ACCEPT CREDIT CARDS AT TOWN HALL