## Payments can be made:

**By Mail** - (cheque or money order), together with the bottom portion of your utilities invoice. Please ensure payments are received in our office on or before the due date to avoid penalties. Make cheque payable to: The City of Flin Flon. Cheques may be postdated to the due date. The City of Flin Flon will also file postdated cheques if you would like to fill out ahead of time.

<u>In Person</u> - Bring your utilities invoice and payment to City Hall 20 First Ave, between 8:00 am - 4:30 pm Monday - Friday. DEBIT available (we do not accept credit card payment)

**24 Hour Drop-off** - Drop an envelope containing payment (cheque or money order) and the bottom portion of your utilities invoice in the mail box at the main entrance to City Hall. Please do not place cash in the drop box.

<u>Online Banking</u> - We are registered as an electronic banking payee. If you subscribe to this service, simply log on to your bank's website to make your electronic payment by the due date. Please allow 3-5 business days for your payment to be processed.

<u>Online banking set-up:</u> within your financial institution app add a payee (The City of Flin Flon/City of Flin Flon – depending on which bank), you will see UB = utilities, AR = Accounts Receivable (lot rentals) & PT = Property Tax.

Your account number will be your account or roll number on the top of your bill, (AR is three letters followed by three numbers XXX000).

Example of how to use your Account #for UB - utilities:

Example Account # 000 000000000000

- *If only 9 digits are required use* **000 000000**000.00
- If only 12 digits are required use 000 000000000.00
- If 15 digits are required you would use the whole number 000 000000000.00

*Example of how to use your Account #for PT – Property Tax:* 

Example Account # 000 000000000.00

- If only 9 digits are required use 000 00000000.00
- If only 12 digits are required use 000 00000000.00
- If 15 digits are required you would use the whole number 000 000000000.00