

Business Licence Payment Guide



OPTION 1: Please submit payment by Cheque

DON'T FORGET TO INCLUDE YOUR INVOICE WITH YOUR CHEQUE

Mail or drop off cheques (drop box outside City Hall) payable to 'City of Courtenay' with your Business Licence Account Number written on the memo line of the cheque.

Mailing Address:

City Hall – Development Services
830 Cliffe Avenue
Courtenay, B.C.
V9N 2J7

OPTION 2: Online Credit Card Payment (OptionPay)

Credit card payment may be made online only through the City of Courtenay's website via OptionPay (a third party for which additional charges and services fees apply). Online credit card payment information can be found at:

<https://www.courtenay.ca/EN/main/departments/financial-services/bill-payments/credit-card-payment.html>

OPTION 3: Online Banking (EFT)

Step 1: Log on to your Financial Institutions online banking website and proceed to the Bill Payment Option. DO NOT USE/SELECT E-TRANSFER.

Step 2: Add the City of Courtenay Business License option or if this is not available use the Utility (or Utilities) Option as a payee

Use your Business License account number provided on the renewal invoice.

Insert leading nine's and capital A(only if necessary) to your account number. For example: if your Business Licence account number has 5 digits and the online banking entry requires 14 digits, add additional nine's before the business licence account number. Licence #12345 = 99999999A12345

Step 3: Go to the 'Pay Bills' option provided by your financial institution, then select the newly setup 'City of Courtenay Business Licence or Utility/Utilities option' and make your payment in the amount stated on your invoice. . Do *not* apply business licence payments to 'City of Courtenay Taxes' as this will *not* be credited to your business licence account.

Note: The confirmation number issued by your financial institution serves as your confirmation that payment will be made; please keep this information for your records.

OPTION 4: Payment at City Hall via Debit, Cheque or Cash (No Credit Cards) - Please bring your invoice in with you!