

Making Online Payments During Facility Closures



Please submit payment by Cheque when possible at this time

*****DON'T FORGET TO INCLUDE YOUR INVOICE WITH YOUR CHEQUE*****

Mail or drop off cheques payable to 'City of Courtenay' with your Account Number (1****) written on the memo line of the cheque:

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

Online Banking Options

Financial Institutions with a 'City of Courtenay – Business Licence' option are very limited. Persons wishing to pay for a business licence through their online banking provider can select the 'Courtenay – Utility/Utilities' account option.

IMPORTANT NOTE: Do *not* apply business licence payments to 'City of Courtenay – Taxes' as this will *not* apply to your business licence account! You will be responsible for any late penalties incurred if the payment is not applied correctly.

Step 1: Log on to your online banking website and proceed to the Bill Payment Option.

Step 2: Add the 'Courtenay – Utility/Utilities' as a payee.

Step 3: Go to the 'Pay Bills' option provided by your financial institution, then select the newly setup 'Courtenay – Utility/Utilities' and make your payment in the amount stated on your invoice.

Note: When entering your Account Number the entry field will require 7 or 14 digits. Try entering BL1**** or 99999999A1**** for Account Number 1****.

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

NOTE: THE CITY OF COURTENAY DOES NOT ACCEPT CREDIT CARDS AT CITY HALL AND ARE NOT RECOMMENDING CASH PAYMENTS AT THIS TIME