

Building Permits Online Banking Payments

1. Login to your online banking profile. Select **Add a Payee**.
2. Select the Region of Queens Municipality Payee. Payee names are as follows and may vary:

CIBC	REGION OF QUEENS MISCELLANEOUS
SCOTIABANK	NS REGIONOFQUEENSMUN – MISC
RBC	NS REGIONOFQUEENSMUNICIPALITY-MISC
BMO	NS Regionofqueensmunicipality, Municipality of, Miscellaneous
CREDIT UNION	NS REGION OF QUEENS MUN – MISC
TD	NS REGION OF QUEENS MUNICIPALITY - MISC

3. Enter **4510** as your account number. If your bank requires a ten-digit account number, add 6 zeros.
4. Save the payee. You may wish to nickname the payee for future reference.
5. Click on **Pay a Bill** (may vary) and select the newly added payee. Enter the amount of your payment and submit. If you do not know the payment amount, please contact the office of the Building & Fire Official to verify.
6. If you are having difficulty using online banking, please contact your financial institution. They will need the four-digit account number (4510) and the amount you intend to pay.

You may also pay by credit card at www.regionofqueens.com. Simply click on credit card payment and follow the prompts. All credit card payments are subject to a 2.5% service fee, charged by Paymentus.