

## **Criminal Record Check 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 **5436** 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. The criminal record check fee is \$17.25.
6. If you are having difficulty using online banking, please contact your financial institution. They will need the four-digit account number (5436) and the amount you intend to pay.

You may also pay by credit card at [www.regionofqueens.com](http://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.