

Tax Certificate 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 **4215** 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 fee for tax certificates is \$40.00 (no tax) per AAN.
6. Email koickle@regionofqueens.com with your tax certificate request including the AAN and date of closing.

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.