

## **Solid Waste Facility Invoice 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:

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

3. Enter the four-digit number on your invoice as your account number. If your bank requires a ten-digit account number, add 6 zeros to the account number on your bill.
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.
6. If you are having difficulty using online banking, please contact your financial institution. They will need your four-digit account number 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.