

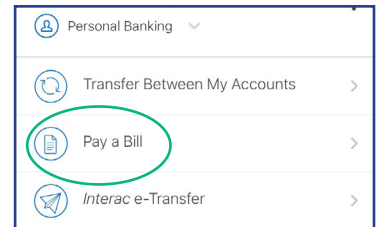
## Tax, water and tipping fees can be paid using on-line banking

Follow these steps to set up Victoria County as a payee for your County accounts (note: you must repeat the steps for each account you wish to make on-line payments for.) The visual reference below is from RBC, but the steps will be similar at most banking institutions.

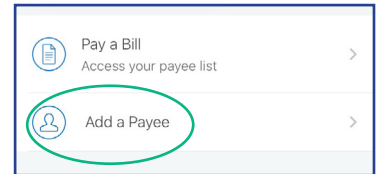
After logging in to your on-line banking account:

1. Navigate to the **Pay Bills** area
2. Choose to **Add a New Payee**
3. Choose **Search for a Payee**
4. Type in '**Victoria Nova Scotia**' to find the Municipality - We are listed differently at each financial institution but may appear as:
  - COUNTY OF VICTORIA, MUN OF- TAX
  - VICTORIA (N.S.) TAXES
  - VICTORIA COUNTY TAXES NS
  - VICTORIA NOVA SCOTIA (MUN. OF)- TAX
  - VICTORIA COUNTY -T
  - VICTORIA NOVA SCOTIA (MUN OF)-TAX
  - COUNTY OF VICTORIA, MUN OF - TAX
  - COUNTY OF VICTORIA, MUN OF - TAX
  - VICTORIA NS TAXES, MUNC CTY OF
5. You can nickname the Payee to easily identify the account later (ie. Water Bill).
6. Enter the first 8 characters of your **CUSTOMER ID** from the tipping fee invoice or your tax/water **Account Number** and click **SAVE**.

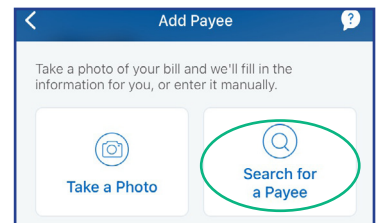
### 1. Pay a Bill



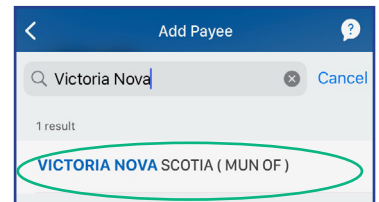
### 2. Add a Payee



### 3. Search for a Payee



### 4. Search for 'Victoria Nova Scotia'

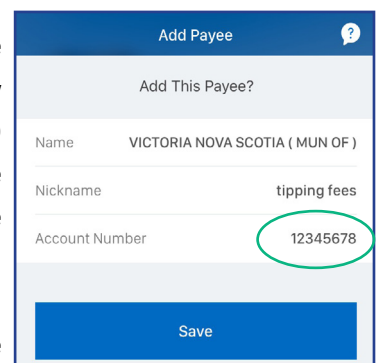


### 5. Nickname the Payee

**Account (ie. County Taxes/Water/Tip Fees)**

### 6. Enter the Invoice

**Customer ID as the Account Number-->**



**Click to Save**