

# Electronic Payment Information

Planning & Building

City of Mississauga  
Planning & Building Department  
Building Division  
300 City Centre Drive  
Mississauga, ON L5B 3C1



Personal information on this form is collected under the authority of the *Municipal Act, 2001* (Ontario). The personal information will be used by the City of Mississauga for the purpose of administering electronic payments and for any consistent purposes.

## To submit payment electronically, please follow these steps:

1. Complete the Payment Information and Payer Information sections below.
2. Email this completed form to the City staff member requesting the payment and cc: [pb.eftpayment@mississauga.ca](mailto:pb.eftpayment@mississauga.ca) using subject line: **Electronic Payment**; include payment reference, ie. application number and/or site address. Staff will email you the City's banking information.
3. Send the required payment to the City of Mississauga and email the receipt to the staff member requesting payment and cc: [pb.eftpayment@mississauga.ca](mailto:pb.eftpayment@mississauga.ca)

### Payment Information

Application File Number (if applicable) Application Address/Site

What is Payment for?

Amount (\$)

Expected Date of Payment (YYYY MM DD)

Please confirm the method of payment by checking the applicable box below:

- Electronic Funds Transfer (bank to bank)
- Wire Transfer (\$15 bank transfer fee must be added to payment amount)
- Direct payment through a CIBC bank
- Interac eTransfer (for payments less than \$25,000.00 - email address provided upon receipt of completed EFT form)

The payer is responsible for confirming with their bank which method of payment is used. The payer is also responsible for paying any outgoing and incoming bank transfer service fees, so that the correct payment amount is received by the City. As a result, if paying by wire transfer, a \$15 bank transfer fee must be added to the payment amount prior to transfer.

### Payer Information

Individual Name or Legal Business Name

GST/HST Registration Number (if applicable)

Street Address

City

Province

Postal Code

Phone Number

Email Address

### Notes:

**No payment shall be made without submitting a completed EFT form.**

Refunds can only be issued to the individual/company that made the original payment.