

Planning & Building Department  
**Electronic Payment  
Information Form**

Corporation of the City of Mississauga  
Planning and Building Department  
Building Division  
300 City Centre Drive  
Mississauga, ON L5B 3C1



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**

<input type="text"/>		<input type="text"/>	
Application File Number (if applicable)		Application Address/Site	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
What is Payment For?	Amount (\$)	Expected Date of Payment	

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

- |   |   |
|---|---|
| <input type="checkbox"/> Electronic Funds Transfer (bank to bank) | <input type="checkbox"/> Wire Transfer (\$15 bank transfer fee must be added to payment amount)   |
| <input type="checkbox"/> Direct payment through a CIBC bank       | <input type="checkbox"/> 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 # (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.