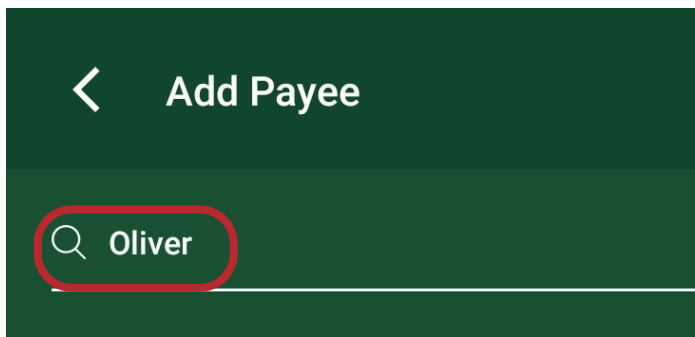


ONLINE BANKING BILL PAYEE SET UP

1. Sign in to your online banking account
2. Go to the section where you add a “bill payee” (this varies by bank)
3. Search for OLIVER, then choose from the drop down for
OLIVER (TOWN OF) TAXES or UTILITIES



4. Enter your account number:

- For Property Taxes, enter the 11 digit roll/folio number (without spaces or decimal) shown on top right corner of your property tax notice. The first 3 digits will be **555**. If your roll/folio number does not start with 555, then your property taxes **do not** get paid to the Town of Oliver.

- For Utilities, enter the 13 digit account number (without spaces or dashes) shown on the top left hand corner of your utility bill located under the Town of Oliver phone and fax numbers.

IMPORTANT NOTES:

- **Please ensure that you are paying the correct account (Utilities versus Property Taxes) and the correct account number. Misallocated payments will only be corrected on a one-time basis. Subsequent payment adjustments will be subject to a \$25.00 administration fee.**
- If you have recently moved, you **MUST** update your bank payee with new property tax and utility account numbers. Otherwise, your payments will go to your previous property, and will require an adjustment.
- The Town does not consider a postmark or a teller stamp as proof of payment.
- E-TRANSFERS are NOT accepted.

