

What options are available to pay my Utility Bill?

The Town of Moonbeam offers five convenient ways to pay your utility bill:

1. Pre-authorized debit payment plans
2. At a bank
3. By mail
4. By telephone or computer banking
5. In person at a Municipal Service Centre

1. Pre-authorized debit payment plans

There are three (3) pre-authorized debit payment plans, or PAP, options. There are no administration fee's or extra charges to customers to join any of these plans. Details of each plan are outlined below.

12-month plan you pay on the 1st of the month

- Utility fees must be current
- Your monthly payment is withdrawn on or after the first day of the month from January 1 to December 1

12-month plan you pay on the 15th of the month

- Utility fees must be current
- Your monthly payment is be withdrawn on or after the fifteenth day of the month from January 15 to December 15

Installment due date

- Utility fees must be current
- Fees are withdrawn on the due date in March, June, September and December

To register to one of those options, fill out the [Pre Authorized Payment Plan \(link to form\)](#) form and return it in person to the municipal office located at:

Municipality of Moonbeam
53 St. Aubin Avenue, PO Box 330
Moonbeam, Ontario P0L 1V0

by email at accounting@moonbeam.ca or by fax at 705 367-2610

2. At a bank

You can pay your utility bill at your financial institutions. Check with your bank to see if they offer this service. You may have to pay a service charge to the financial institution.

3. By mail

Mail your cheque to:

Municipality of Moonbeam
53 St. Aubin Avenue, PO Box 330
Moonbeam, Ontario P0L 1V0

Make your cheque payable to the Municipality of Moonbeam. **Include the account number on the front of the cheque and include the relevant stub(s) with your cheque.** You are responsible if your payment arrives after the due date to this office. **You will be charged a penalty if your payment is late.**

4. By telephone or online banking

Register with your bank for telephone or computer payment of your utility bill. When adding a payee for online payment, select MOONBEAM – WATER AND SEWER. When prompted to input the account number, key in the account number located in the top left corner of your utility bill.

CANTON DE MOONBEAM TOWNSHIP
53 ST AUBIN AVE, PO BOX 330
MOONBEAM ON P0L 1V0
Phone / Tél.: (705) 367-2244
Fax: (705) 367-2610

Final Billing

Account # / Compte: **000 C1234 000** Billing Date / Date De Facturation: 13-Sep-2017 Bill From / De: 01-Oct-2017
Service Address / Adresse de service: 123 Any Street Batch #: 2017091302 Bill To / À: 31-Dec-2017

5. In person

Bring tax stubs with your payment to avoid processing delays when you are paying in person. You can either:

- Include the stub with your payment.
- Submit cheque post-dated and the stub
- Payments made on or after date of record have not been deducted from arrears.

Payments can also be placed in the drop box located at the front door of Town Hall.