



## **TOWN OF LUNENBURG ACCOUNT PAYMENT OPTIONS**

The Town of Lunenburg offers a number of convenient account payment options. Electric, water, sewer and property tax payments may be made by:

- payment in person;
- mail payment;
- bank payment;
- telephone and internet banking;
- post-dated cheque; and/or
- pre-authorized payment.

### **Payment in Person**

You may pay your bill in person at the Lunenburg Town Hall, 119 Cumberland Street. Our payment office is located on the 1<sup>st</sup> floor of the Town Hall. Payment may be made in cash, cheque, money order, or debit. Office hours are Monday-Friday, 8:15 a.m. - 4:30 p.m. (holidays excluded).

We are pleased to announce that the Lunenburg Town Hall Cumberland Street level is now fully accessible. The accessible entrance is opposite the Firefighters Memorial. We have also installed an accessible payment counter to service all our customers.

### **Mail**

You may pay your bill by mail with a cheque or money order payable to the Town of Lunenburg. Please include your account information to ensure correct processing. Our mailing address is:

Town of Lunenburg Finance Office  
PO Box 129  
119 Cumberland Street  
Lunenburg, NS B0J 2C0

### **Bank Payment**

Payment may also be made at most Canadian banks and other financial institutions. Contact your branch for more information. To ensure payment is correctly processed, provide your bank with a copy of the bill.

You may also make arrangements with the following local banks to directly receive your bills from the Town and make pre-authorized payments from your account:

- BMO Bank of Montreal (Lunenburg) - (902) 634-8875
- CIBC (Lunenburg) - (902) 634-4469
- Scotia Bank (Bridgewater) - (902) 543-8176
- TD Canada Trust (Lunenburg) - (902) 634-8809

Inquire if there are banking fees for this service.

## **Telephone and Internet Banking**

You may also pay through telephone and internet banking at most Canadian banks and other financial institutions. Contact your local branch for more information.

## **Pre-Authorized Payment**

- Pre-authorized bill payment will automatically pay your Town bills directly from your bank account. You can choose to pay the full balance of each bill when due or a monthly amount of your choice. Staff will be pleased to help you determine monthly budget amounts.
- This service is available for all Town Tax, Sewer, Electric and Water bills.
- Customers who wish to sign up for the service must complete a pre-authorized payment agreement available at the Town Hall Finance Office or visit us online to download the form at:  
<http://www.explorelunenburg.ca/financesandtaxrates.html> . Completed forms can be returned to the Town Hall Finance Office; faxed to (902) 634-4416; mailed to PO Box 129, Lunenburg, NS, B0J 2C0; or emailed to [ldagley@explorelunenburg.ca](mailto:ldagley@explorelunenburg.ca).
- Your monthly bills will still be mailed.

## **Post-dated Cheques**

The Town of Lunenburg will accept post-dated cheques payable to the *Town of Lunenburg*. Please include your account information on your cheque(s) to ensure your payment is posted to the correct account(s). Once received, post-dated cheques may not be cancelled.

### **PLEASE NOTE:**

#### **Penalties, Interest, Disconnection and Tax Sales**

The Town of Lunenburg is not responsible for any posting delays by your bank or other financial institution, mailing, courier, etc. delays. Late payment fees, service disconnection and/or collection action may result. Please contact us to verify your payment has been received on time.

#### **Information and Inquiries**

For more information about these payment options, please contact us at:

Town of Lunenburg Finance Office  
119 Cumberland Street  
PO Box 129  
Lunenburg, NS B0J 2C0  
1-902-634-4410/phone  
1-902-634-4416/fax  
Email: Lisa Dagley, Finance Director [ldagley@explorelunenburg.ca](mailto:ldagley@explorelunenburg.ca).

## **BILLS ISSUED BY THE TOWN OF LUNENBURG**

<u><b>Bills</b></u>	<u><b>Billing Date</b></u>	<u><b>Due Date</b></u>
<b>Electric</b>	<b>Last working day of each month</b>	<b>15<sup>th</sup> of every month</b>
<b>Water</b>	<b>December 31</b> (covering October, November, December usage)	<b>January 31</b>
	<b>March 31</b> (covering January, February, March usage)	<b>April 30</b>
	<b>June 30</b> (covering April, May, June usage)	<b>July 31</b>
	<b>September 30</b> (covering July, August, September usage)	<b>October 31</b>
<b>Sewer</b>	<b>April 30</b> (covering February, March, April, May, June, July)	<b>May 31</b>
	<b>August 31</b> (covering Aug., Sept., Oct., Nov., Dec., Jan.)	<b>September 30</b>
<b>Taxes</b>	<b>April</b> Interim Bill (½ amount of previous years taxes) Interest after May 31	<b>May 1</b>
	<b>August</b> Final Bill Interest after September 30	<b>September 1</b>

Sewer Payment Schedule revised March 23, 2017

S:\TOL FORMS\PAYMENT OPTIONS & BILLS ISSUED\Bills issued and pymt options Originals\Bills Issued and Payments Options.wpd