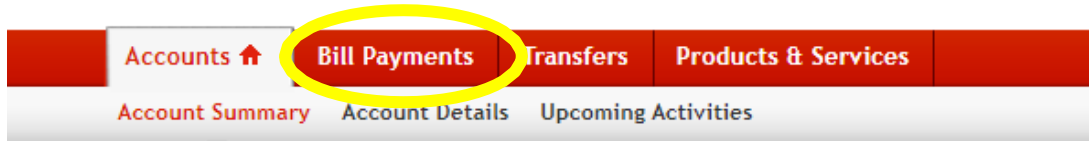


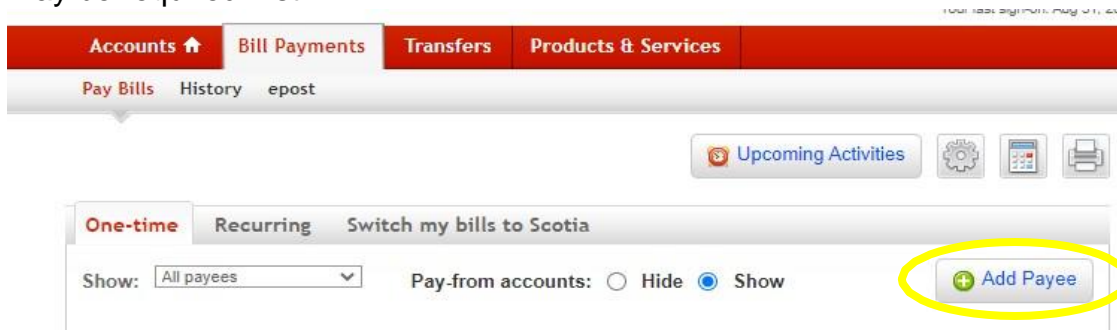
## How to Add a Payee

1. Please have your Town of Saugeen Shores Tax or Water/Wastewater Bill handy.
2. Sign in to your online banking (Scotiabank is provided as an example, below). Please note steps may differ depending on your financial institution.
3. From the homepage, select "Bill Payments", "Pay Bills & Transfer Funds", or "Create/Update Payee List".

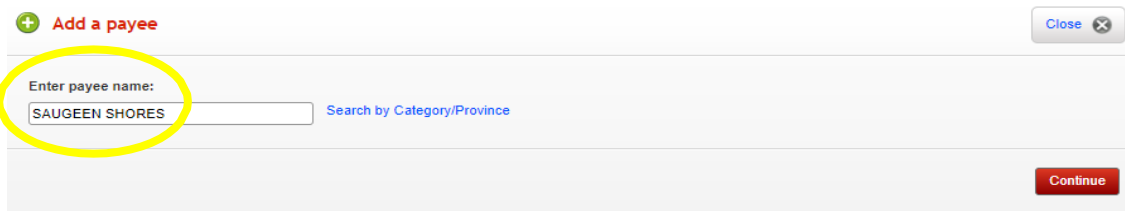
**Scotiabank.**



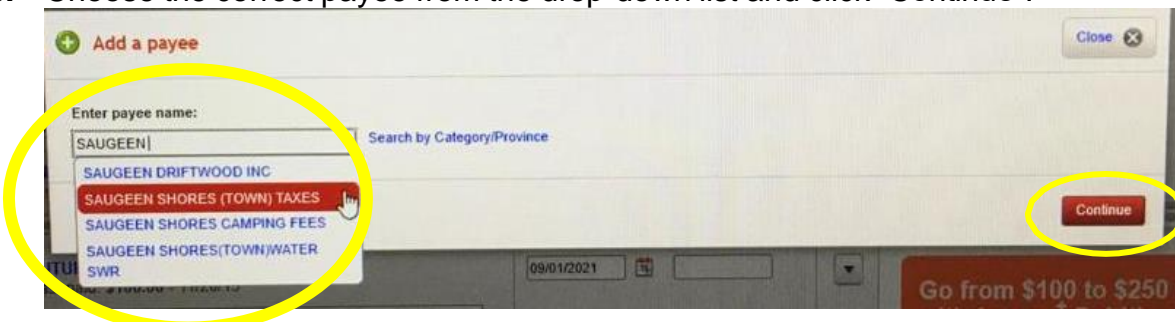
4. Select "Add Payee." Depending on the financial institution, payment information may be required first.



5. Enter "Saugeen Shores" for the payee name to search for the correct account.



6. Choose the correct payee from the drop-down list and click "Continue".



- Next, enter your account number. For **Taxes**, this will be your 19 digit roll number found in the top left corner of your bill. Please avoid the use of spaces or dashes, for example, 4110480123123450000.

**TOWN OF SAUGEEN SHORES**  
 P.O. BOX 820, 600 TOMLINSON DRIVE  
 PORT ELGIN, ONTARIO N0H 2C0  
 (519) 832-2008 TOLL FREE 1-866-832-2008

**TAX BILL** 2021 FINAL  
BILLING DATE  
July 27, 2021

PLEASE QUOTE ROLL NO. WHEN MAKING ENQUIRIES	COUNTY	MUN.	MAP	SUB	PARCEL	TENANT
	41	10	480	123	12345	0000

For **Water/Wastewater**, your account number is the Customer Number which is found in the top right corner of your bill.

**SAUGEEN SHORES WATER/ WASTEWATER**  
 P.O. BOX 820, 600 TOMLINSON DRIVE  
 PORT ELGIN, ONTARIO N0H 2C0  
 Telephone: (519) 832-2008 Fax: (519) 832-2140  
 Toll Free: 1-866-832-2008



CUSTOMER NUMBER	DUE DATE
1234567	APR 30, 2021
AMOUNT PAYABLE AFTER DUE DATE	AMOUNT DUE

- Once the account number is entered, click confirm or continue.

**SAUGEEN SHORES (TOWN) TAXES (SAUGEEN SHR TAX)**

Account number: 4110480123123450000  
 Nickname (optional): Taxes

Buttons: Back, Confirm

- A confirmation will appear to confirm that you have successfully added a payee for **Taxes** or **Water/Wastewater**.

✓ You have successfully added a payee: Taxes - 4110480123123450000

✓ You have successfully added a payee: Water / Wastewater - 1234567

To pay a bill through online banking, sign in to your account and select “Pay Bills & Transfer Funds” from the homepage. From the drop-down menus, select the checking account you want the money to be withdrawn from and where you want to send the payment. Enter the amount, and the date you want the monies to be withdrawn and click next or continue. Review and click “send”.