

Engineering & Public Works Department

# Electronic Payment Information Form

CONFIDENTIAL WHEN COMPLETED

## **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 Town staff member requesting the payment and cc [finance@ingersoll.ca](mailto:finance@ingersoll.ca) using the subject line: Electronic Payment. Include payment reference, i.e., application number and/or site address. Staff will email you the Town's banking information.
3. Email the receipt to the staff member requesting payment and cc [finance@ingersoll.ca](mailto:finance@ingersoll.ca).

## **Payment Information**

Permit Number (if applicable)

Application Address/Site:

What is Payment for:

Amount:

Expected Date of Payment:

Email:

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

Electronic Funds Transfer (bank to bank):

or

Interac e Transfer:

**The payer is responsible for confirming with their bank which payment method is used. The payer is also responsible for paying any outgoing or incoming bank transfer service fees so that the Town receives the correct payment amount.**

## **Payer Information**

Name (personal or business):

Street Address:

HST # (if applicable):

Phone:

## **Notes**

**No payments shall be made without submitting a completed Electronic Payment Information Form.**

Personal Information contained on this form is collected pursuant to the Freedom of Information and Protection of Privacy Act/Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of responding to your request. Questions about this collection should be directed to the Clerk of the Town of Ingersoll.