

Online Bill Payment Set-up

Property Tax and Utility bill payments can be set up through your financial institution's online banking platform.

- Use your *Tax Roll Number* and *Utility Account Number* to create two separate payees so the payment gets applied to the correct account.
- Enter zeros before your account number until the number of digits matches your financial institution's required account number.
- Ensure you choose the correct vendor's name by using the list below:

Name of Financial Institution	Length of Account Number	Name of Payee
ATB Financial	11 Digits	Town of Diamond Valley Taxes Town of Diamond Valley Utilities
BMO	11 Digits	Diamond Valley Town of Utilities Diamond Valley Town of Taxes
Central 1 Credit Union - Utility	11 Digits	Diamond Valley Town
Central 1 Credit Union - Taxes	11 Digit	Diamond Valley Town
CIBC	11 Digit	Diamond (Town of) Utility Diamond Valley Town of Tax
Manulife Utilities	10 Digits?	Diamond Valley Town of Utilities
Manulife taxes	8 Digits?	Diamond Valley Town of Taxes
PC Bank	8 Digits	Diamond Valley Town of Utilities Diamond Valley Town of Taxes
RBC	11 Digits	Town of Diamond Valley Utilities Town of Diamond Valley Taxes
Scotiabank	11 Digits	Town of Diamond Valley Utilities Town of Diamond Valley Taxes
Tangerine	9 Digits	Diamond Valley Town of Utilities Diamond Valley Town of Taxes
TD Canada Trust	11 Digits	Diamond Valley Town of Utilities **Please use this vendor name to pay your Taxes by adding a second payee and label the accounts accordingly.

PLEASE NOTE

It can take up to 3 to 5 business days for the Town of Diamond Valley to receive your payment. Payments are applied to your account as of the bank's processing date. To avoid penalties or late fees, please ensure you pay in advance to allow for your financial institution processing time.