

Making Other Payments Online

**Online payment options are only available through local financial institutions: CIBC, RBC, and Innovation Credit Union. The City does not have the ability to accept payments from other financial institutions at this time.*

Step 1 - Find Payee

Sign onto your on-line bank account, select "Pay bills & transfer funds" from the self service menu. Then, on the next screen, select "Create/update payee list" from the self service menu. On the next screen, select "Add a new payee" from the self service menu. On the next screen enter "Meadow Lake" as a payee name then click on search. The next screen will show several Meadow Lake businesses which accept on-line payments. Select "Meadow Lake (City) - Taxes". You will be asked for the account number that you are paying.

For Business Licences, enter the account number 100000000.

For Dog Licences, enter the account number 200000000.

For Facility Rentals and Other Billings, enter the account number 300000000.

Step 2 - Send Confirmation of Payment and Payment Instructions

Send an email to the City at taxclerk@meadowlake.ca that notes the date and amount of your payment, and the account it is meant to pay. If you have an invoice number, please enter that information as well.

For Business Licences - submit a scanned copy of your business licence application.

For Dog Licences - submit the following required information: description of dog (breed, color, m/f), address where dog resides, and owner contact information. If you are purchasing a licence for a new dog, and not renewing for a dog already in our system, please also indicate this information in your email.

For Facility Rental Deposits - submit a scanned copy of your signed rental agreement.

PLEASE NOTE, your payment cannot be processed properly until we receive the above listed information.

Step 3 - Verification

The City will send you a digital receipt once your payment is processed. If you have not received a response from the City within two (2) business days, please call City Hall at 306-236-3622 to verify that your payment has been received and applied to the correct account.

PLEASE NOTE this option is provided for resident convenience where other methods of payment are not feasible. Due to the nature of the payment account, correct application depends on the payee submitting follow up notification to the City. The City does not take responsibility for any misapplied payments due to the payee's failure to submit this information.

For Taxes and Utilities, please continue to use the unique account number assigned to your property.