



District of Clearwater
Box 157, 209 Dutch Lake Road
Clearwater BC V0E 1N0

COVID-19 Pandemic- Utility Billing, Business Licences, Accounts Receivable Invoices, Property Tax Payment Processing

Here are your options to pay for your Water/Sewer Utility Bills, Property Taxes, Accounts Receivable invoices, and Business Licences as our office is currently closed to the Public.

By mail: Mail a cheque or money order. **Make cheques payable to District of Clearwater.** Allow plenty of time for mail delivery, postmarks will NOT be considered as date of payment. Even if you normally do not use cheques, your financial institution is able to provide you cheques for most bank accounts, please contact your financial institution.

Drop Box: Drop your payment and remittance at our drop box. If you are standing facing the main entrance to the Dutch Lake Community Center, the drop box is located in the middle of the building at the set of stairs. It will be clearly labelled.

Bank (over the counter, telephone or online): Payments may also be made over the counter at most financial institutions in Canada, or through telephone or internet banking. If you prefer paying via internet banking, please check with your financial institution to ensure you use the correct payee information for the District of Clearwater; most banks will have separate payee accounts for utilities and property taxes. See Below for more Information

Current information is also available on the District website at www.districtofclearwater.com.

Contact the District at 250.674.2257 if you have any questions or email admin@docbc.ca.

Physical address: (location of Drop Box): 209 Dutch Lake Road **Mailing address:** PO Box 157, Clearwater BC, V0E 1N0

IMPORTANT INFORMATION

- **Business Licences** have been mailed in December and are due without penalty on January 31, 2022. Once we receive payment as above, we will mail the licence
- **Utility Invoices** for January to March 2022 will be mailed around January 20th and will be due February 28th 2022
 - Any 2021 outstanding Utility fees will be rolled to your Property Tax in arrears and collect daily interest
- **Property taxes** - The due date for payment of property taxes was July 2nd, 2021. Payments received after this date (for any reason) are subject to a 10% penalty.
 - ***NEW*** You must apply for your homeowner grant directly with the Province of BC. You can apply online at www.gov.bc.ca/homeownergrant or by phone 1-888-355-2700.

Paying by Telephone or Online banking

You can pay your property tax, utility bills, Accounts receivable and Business Licences online through the following banks:

<u>Bank</u>	<u>Payee</u>
RBC	Clearwater (District of) -10 digit
Credit Union	Clearwater, District-10 digit
Scotia Bank	Clearwater (DST) – Just use roll # or check with bank
CIBC	Clearwater (District of)- Just use roll -#or check with bank
TD	Clearwater (District of) Water -10 digit (use for both taxes and utilities)
BMO	is not available for online banking

- You may need to add zeros to the front to meet the required number of digits required by your bank.
 - Example: Roll No: 147226 may become 0000147226
 - Example: Business Licence number 999 may become 0000000999
- Choose option “taxes” for **Property Tax** – use your Roll number
- Choose option “Water” for **Utilities**- use your Roll number or Account number
- Choose option “taxes” for **Accounts Receivable** -use the vendor number from your invoice
- Choose option “taxes” for **Business Licences** -use the account number from your invoice if you have
- For problems with your payment, contact your bank, especially concerning processing deadlines