



## UTILITY BILLING PAYMENT METHODS

To help keep it simple and convenient, we offer several payment options. Choose the one that is right for you.



### MYSCRD

Did you know you can pay your SCRD utility invoice online? Avoid the line and pay from the comfort of your home using mySCRD, our online payment system which allows users to pay using Visa or MasterCard.

For more information please go to [www.scrd.ca/myscrd](http://www.scrd.ca/myscrd).



### ONLINE / TELEPHONE BANKING

Offered through your financial institution.

First time users will need to register utility account information with your bank. When setting up a new payee search for **Sunshine Coast** in the payee setup menu. Select the **Regional District Utilities** listing from the results.

**Note:** The bill payee name of **Sunshine Coast Regional District Utilities** will vary among financial institutions. This is set up by each bank, not the SCRD.

FINANCIAL INSTITUTE	PAYEE NAME
Bank of Montreal	Sunshine Coast Regional District – Utilities
CIBC	SUNSHINE COAST R.D. UTILITIES
RBC Royal Bank	Sunshine Coast Regional District
Scotiabank (Bank of Nova Scotia)	Sunshine Coast (RD) Utilities
TD Canada Trust	Sunshine Coast Regional District Utilities
Sunshine Coast Credit Union	Sunshine Coast Regional Dist - Utilities
HSBC	Sunshine Coast Regional District – Utilities
Vancity	Sunshine Coast Reg Distr Utl
Most Credit Unions	Sunshine Coast Regional District - Utilities

Avoid anything that has “Property Tax” or “taxes” in the name; this is for property taxes, **NOT** your SCRD utilities. The SCRD does not collect property taxes and will not have access to the payment if you select this option.

For detailed questions regarding online payment options please contact your financial institution.



### IN PERSON AT YOUR FINANCIAL INSTITUTION

Most Canadian financial institutions will accept payment for SCRD utilities in person at the branch teller.



### BY MAIL

Make a cheque payable to the **Sunshine Coast Regional District** and mail to **1975 Field Road, Sechelt, BC V7Z 0A8**.

**Note:** Postmarks are **not** accepted as the date of payment; allow sufficient time for your payment to reach our office or utilize an alternative payment method.



### 24-HOUR DROP BOX

Cheques can be placed in the 24-hour drop box located near the east entrance of the SCRD Administration office on Field Road or at the front entrance of the Pender Harbour Satellite Office.



### In Person at the SCRD

Payments can be made at either the SCRD Administration Office or the Pender Harbour Satellite Office.

**SCRD Administration Office** - open Monday to Friday 8:30 am to 4:30 pm. Payment methods accepted include cash, cheque, debit, Visa or MasterCard.

**Note:** Credit card payments are **not** accepted over the phone.

**Pender Harbour Satellite Office** – open Monday to Friday 7:00 am to 12:00 pm. Payment method accepted is cheque only.