

# MAKING PAYMENTS TO THE TOWN

## CASH or CHEQUE

In person at Town Hall Monday to Friday from 10:00am to 3:00pm. After hours cheques can be left in the drop box (left of Town Hall Doors)

Cheques can also be mailed to:

P.O. Box 310 Annapolis Royal NS B0S1A0

## ONLINE BANKING

1. Go to your online banking platform
2. Select Pay Bill and set up the Town of Annapolis Royal as a Payee
  - For taxes select **Annapolis Royal (Taxes)**
  - For water bills select **Annapolis Royal (Utility)**
3. Enter your Account number as it appears on your bill. See *below for sample tax and water bills*

Setup Recurring/Schedule Payments option to automate payments in between bills. You can set the preferred amount and timing (weekly, monthly) to schedule prepayments.

## PAY BILLS ONLINE (Credit Card)

1. Go to [annapolisroyal.com](http://annapolisroyal.com)
2. Click the **Pay Bills Online** button on the top menu
3. This will take you to the PAYMENTUS portal
4. Fill out the information requested
5. **Payment Type** select either
  - **TAXES**
  - **UTILITY**
  - **GENERAL**
6. For **Taxes and Utilities** Enter your Account number as it appears on your bill. See *below for sample tax and water bills*
7. For **General Invoices** (e.g. Facility Rental, Vending, Permits etc.) use your 10 digit Invoice number



Invoice Number  
2026113516

## SAMPLE TAX BILL

### Town of Annapolis Royal

285 St. George Street  
PO Box 310  
Annapolis Royal NS B0S 1A0  
Phone: (902) 532-2043

### INTERIM TAX BILL

Invoice Date: 6/26/2026  
Amount Due: \$1000.00  
Customer Number: SAMPL001

#### SAMPLE RESIDENT

17 Oceanside Dr  
Annapolis Royal NS B0S

HERE IS YOUR ACCT #  
USE YOUR 8 DIGIT NUMBER  
WHEN MAKING TAX PAYMENTS

Municipal Account Number & Property Description  
**00099999**  
17 Oceanside Dr.

| Description: | Assessment | Rate: | Amount: |
|--------------|------------|-------|---------|
|--------------|------------|-------|---------|

## SAMPLE WATER UTILITY BILL

### Annapolis Royal Water Utility

285 St. George Street  
PO Box 310  
Annapolis Royal NS B0S 1A0  
Phone: (902) 532-2043

### April-June Meter Bill

Customer#: SAMPL001  
Invoice Date: 6/26/2026  
Amount Due: 138.85

#### SAMPLE RESIDENT

17 Oceanside Dr  
Annapolis Royal NS B0S

HERE IS YOUR ACCT #  
USE THIS NUMBER WHEN  
MAKING PAYMENTS

Utilcode No. and Civic Add.  
**00009999.00**

IF YOUR BANK ASKS FOR 4 DIGIT ACCT # YOU  
WOULD USE THE DIGITS IN THE UNDERLINED AREA

| Description: | WR58 5/8" Residential Meter Calculat | Usage: | Rate: | Amount: |
|--------------|--------------------------------------|--------|-------|---------|
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