

Building Permits – EFT Payment Instructions

To better serve our community, the Town of Tillsonburg is now accepting building permit payments by Electronic Fund Transfer (EFT)! It takes less than 5 minutes to register. Please follow these step-by-step instructions.

How to pay for your building permit by Electronic Fund Transfer (EFT):

1. Sign in to your financial institution's online banking service for businesses. Some financial institutions require their clients to sign up for a business bank account in order to make business payments. Please check with your financial institution if you require assistance.
2. When paying your permit to the Town of Tillsonburg, you will have to create a payee for the transaction. Under "Bill Payments" add a payee. Look for an option such as:



CIBC CIBC IMPERIAL SERVICE

BANKING INVESTING IMPERIAL SERVICE PRODUCTS

My Accounts

Bill Payments

Set Up Bill Payments

Review and Cancel Bill Payments

Add or Edit Payees

Payee Details

View eBills

PAY BILLS

Step: 1 — 2

- To make a payment, enter the amount and payment date for the bills you w "Next." [Learn more about paying bills online.](#)
- Payments will be processed in the order in which they appear. To make sur time, you should schedule your payment 2 to 3 business days before the bi help give the payee enough time to process your payment.
- Make sure you're not duplicating any recurring payments that were previou
- Made a mistake on a bill payment? [Here's what you can do.](#)
- If a Payee you've previously added is not displayed in the list below, the mc



3. Most bank websites list us as Tillsonburg (Town of) Building Permits

- o Enter Tillsonburg in the search field and click search.

Add or Edit Payees

Payee Details **ADD A PAYEE** ⓘ

View eBills

When searching for payees by name:

- Type the full name of the company if abbreviated name is 2 characters or less (for example TD should be Toronto Dominion).
- Try using a generic name such as "Simplii Visa" instead of the specific name of your credit card (for example "Aventura Visa")

Transfer Funds

Interac e-Transfer

When searching for payees by keyword:

- Insert a comma in between keywords (for example "VISA, Simplii") when searching for more than one keyword.
- Use specific keywords (for example "Hydro Quebec" instead of "Hydro").

CIBC GoalPlanner

Global Money Transfer

Enter company name:

Order Foreign Cash

4. When setting the Building Permit as a bill payee, the payee account number will be as follows:

- o 15 digits in length (max and minimum)
- o The first 8 digits will always be **'10000000'**
- o Followed by the building permit # **(numbers only)**

Add or Edit Payees

- Use the special text and/or image below (if applicable).
- For help, call 1-888-872-2422 or [contact us](#)

Payee Details

View eBills

Payee: TILLSONBURG (TOWN OF) 

Transfer Funds

Interac e-Transfer

Payee nickname (optional): ⓘ

CIBC GoalPlanner

Global Money Transfer

Payee account number: ⓘ



5. An example would of a payee account number would be **100000002021234** (see screen shot below)



BUILDING PERMIT

The Corporation of the Town of Tillsonburg
BUILDING SERVICES

Chief Building Official: Geno A. Vanhaelewyn, CBCO

Residential Building / Single-Family Dwelling (Finished Basement) Permit
Permit Set 15 LANGRELL AVE TILLSONBURG P# T-2021-234 R# 3204070070271620000

PERMIT INFORMATION

Address	Permit number	Date issued
15 LANGRELL AVE TILLSONBURG	T-2021-234	2021-04-07

6. Verify your payee details are correct.
7. You are now ready to make a payment.
8. Select make a payment, enter the amount of the permit you need to pay.

How long it takes:

When you make a payment, your financial institution's online banking app or website will display the date your payment was made. Payments are usually received by the Town of Tillsonburg within **5 business days**.