

## **Process Steps**

1. Confirm required fees using the [City's Fee Schedule](#) and with City staff.
2. Complete the [Electronic Fund Transfer \(EFT\) Information form](#).
3. Email the **completed Electronic Fund Transfer (EFT) Information form** to the City staff member requesting the payment and copy [AR@pickering.ca](mailto:AR@pickering.ca) using **subject line: Electronic Payment**.  
  
**To prevent any delays in verifying and processing the payment, please ensure that the information provided in the Electronic Fund Transfer (EFT) Information form matches the information accompanying the funds transfer.**
4. Once City staff receives the **completed Electronic Fund Transfer (EFT) Information Form**, staff will email you the City's banking information to electronically transfer the required payment.
5. Send the requirement payment to the City of Pickering and email the receipt to the City staff member requesting payment and copy [AR@pickering.ca](mailto:AR@pickering.ca).
6. Once payment has been sent, please send proof of payment to the City staff member and copy [AR@pickering.ca](mailto:AR@pickering.ca).
7. Please allow three business days for transaction information to be received by staff for the payment to be cleared.
8. **Please note that the Electronic Fund Transfer (EFT) Information form is required for every individual electronic file transfer. Failure to submit the EFT form could result in processing delays and failure to satisfy conditions (if applicable).**