

Planning & Building Department  
**Electronic Payment  
Information Form**

Corporation of the City of Mississauga  
Planning and Building Department  
Building Division  
300 City Centre Drive  
Mississauga, ON L5B 3C1



To submit payment electronically, please follow these steps:

1. Complete the Payment Information and Payer Information sections below
2. Email this completed form **to** the City staff member requesting the payment and **cc** [pb.eftpayment@mississauga.ca](mailto:pb.eftpayment@mississauga.ca) using **subject line: Electronic Payment**. The staff member will email you the City's banking information
3. Send the required payment to the City of Mississauga and email the receipt **to** the staff member requesting payment and **cc** [pb.eftpayment@mississauga.ca](mailto:pb.eftpayment@mississauga.ca)

**Payment Information**

|                         |                      |                           |
|-------------------------|----------------------|---------------------------|
| <input type="text"/>    | <input type="text"/> |                           |
| Application File Number | Application Address  |                           |
| <input type="text"/>    | <input type="text"/> | <input type="text"/>      |
| What is Payment For?    | Amount (\$)          | Expected Date of Transfer |

Please confirm the method of payment by checking the applicable box below:

Electronic Funds Transfer (EFT)

Wire Transfer (\$15 bank transfer fee must be added to payment amount)

**The payer is responsible for confirming with their bank which method of payment is used. The payer is also responsible for paying any outgoing and incoming bank transfer service fees, so that the correct payment amount is received by the City. As a result, if paying by wire transfer, a \$15 bank transfer fee must be added to the payment amount prior to transfer.**

**Payer Information**

|  |  |                      |                      |                      |                      |
|--|--|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/>                   | <input type="text"/>                   |                      |                      |                      |                      |
| Individual Name or Legal Business Name | GST/HST Registration # (if applicable) |                      |                      |                      |                      |
| <input type="text"/>                   | <input type="text"/>                   | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Street Address                         | City                                   | Province             | Postal Code          | Phone Number         |                      |
| <input type="text"/>                   |  |                      |                      |                      |                      |
| Email Address                          |  |                      |                      |                      |                      |

NOTES:

Refunds can only be issued to the individual/company that made the original payment.

For more information on the electronic payment process, please review the Planning and Building Department's [Electronic Payment Guide](#).