

City of Cambridge Accounts Receivable Invoice Payment Methods


1. Online method

You may pay your invoice on-line by Visa or MasterCard using the Online Accounts Receivable Invoice Payment System. You will be charged a \$1.00 transaction fee. This represents a convenience fee for using the service and to cover the expenses of the online payment service.

Please note that the payment will be reflected on the invoice after one business day from the date of payment.

Please also note that on Tuesdays from 1-6AM, the online payment portion of the website will be down for regularly scheduled maintenance and payments are unable to be processed during this time.

Be sure to have your invoice number and account number, as they are required to pay invoices online. These identification numbers can be found on your invoice or customer statement; see the examples below. For step-by-step instructions to paying invoices online see Step by Step Invoice Payments



City of Cambridge
50 Dickson Street, PO Box 669
Accounts Receivable, 1st Floor
CAMBRIDGE ON N1R 5W8
519.740.4685 ext:4073

Invoice: 50000002503

Invoice Number


Account Number

Billed To	Invoice
TEST 50 DICKSON ST CAMBRIDGE ON N1R 5W8	Date: <u>Aug 08 2018</u> Account: <u>90502730</u> Account type: <u>Other Misc</u> Invoice Number: <u>50000002503</u> Invoice due date: Mar 14 2018 Currency: CAD

Description	Amount
TEST INVOICE	1.00
Tax Amount \$	0.13
Total Invoice \$	1.13

Late Payment charge 2% every 30 days.
 Payment can be made by Cash, Cheque, VISA, MasterCard or Interac if made in person.
 Please include stub if mailing payment and write account number on the cheque. Overdue
 accounts will be subject to service charge and or our usual collection procedures

-----Please detach for payment-----



50 Dickson Street, PO Box 669
Accounts Receivable, 1st Floor
CAMBRIDGE ON N1R 5W8
519.740.4685 ext:4073

TEST
50 DICKSON ST
CAMBRIDGE ON N1R 5W8

Invoice & Account Numbers

Date: Aug 08 2018
 Account: 90502730
 Other Misc: Other Misc
 Invoice Number: 50000002503
 Invoice due date: Mar 14 2018
 Currency: CAD
 HST Number:

Amount Due: 1.13
 Amount Paid: _____



City of Cambridge
 50 Dickson Street, PO Box 669
 Accounts Receivable, 1st Floor
 CAMBRIDGE ON N1R 5W8
 519.740.4685 ext: 4073

Overdue Payment

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Billed To
TEST 50 DICKSON ST CAMBRIDGE ON N1R 5W8

Overdue Payment
Date: Aug 02, 2018
Account: 90502730
Account Type: Other misc
Currency: CAD

Account Number

Date	Description	Amount
Feb 14, 2018	TEST INVOICE	0.68
Mar 22, 2018	Late Fee	0.01
Apr 26, 2018	Late Fee	0.01
May 24, 2018	Late Fee	0.01
Jun 28, 2018	Late Fee	0.01
Aug 02, 2018	Late Fee	0.01
Amount Due \$		0.73

Late Fee of 2% per month for overdue payment

You may also pay your invoice(s) in the following ways:

2. Via Mail

Mail a cheque or money order, along with the invoice stub, payable to the City of Cambridge to:

City of Cambridge
 Service Cambridge – 1st Floor
 PO Box 669
 Cambridge, ON
 N1R 5W8

3. In Person

Via cash, debit, cheque, money order, Visa or MasterCard at:

City of Cambridge
 Service Cambridge – 1st floor
 50 Dickson Street
 PO Box 669
 Cambridge, ON
 N1R 5W8

Hours: 7:00am - 4:30pm Monday - Friday

4. Drop Box

You may also pay by cheque or money order and drop your payment, along with the invoice stub, in the night drop box on the Dickson Street side of the City Hall building at:

50 Dickson Street
 Cambridge, ON N1R 5W8

Step by Step Instructions re: On-line Payment of Invoices

It is now possible to pay invoices issued by the City of Cambridge online. It is quick, easy, and secure. Users can pay their invoices anytime, 24 hours a day, 7 days a week (except for a maintenance period in which the online payment portion of the website will be down on **Tuesdays from 1-6AM**).

1. Enter the account number
2. Select the next button.
3. Review account balance details on-screen to ensure appropriate amount. Note, a 2% per month late fee on overdue invoices will be included if applicable. Then select "Add to cart".
4. Select check out now.
5. Enter credit type (Visa or MasterCard).
6. Enter credit card number.
7. Enter expiry date.
8. Select complete transaction.
11. Print receipt and save your receipt number.