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](#).

---

### Invoice & Account Numbers

- **Invoice Number:** 50000002503
- **Account Number:** 50502730
- **Invoice & Account Numbers:**

---

```plaintext
<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEST INVOICE</td>
<td>1.00</td>
</tr>
</tbody>
</table>
```

---

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.

---

50 Dickson Street, PO Box 669
Cambridge, ON N1R 5W8
519.749.4685 ext:4073

---

Date: Mar 14 2018
Account: 50502730
Invoice Number: 50000002503
Invoice due date: Mar 14 2018
Currency: CAD

---

Amount Due: 1.13
Amount Paid: ________
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: 7:00 am - 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.