

MAKING PAYMENTS TO THE TOWN

CASH or CHEQUE

In person at Town Hall Monday to Friday from 10:00am to 3:00pm. After hours cheques can be left in the drop box (left of Town Hall Doors)

Cheques can also be mailed to:

P.O. Box 310 Annapolis Royal NS B0S1A0

ONLINE BANKING

1. Go to your online banking platform
2. Select Pay Bill and set up the Town of annapolis Royal as a Payee
 - For taxes select **Annapolis Royal (Taxes)**
 - For water bills select **Annapolis Royal (Utility)**
3. Enter your Account number as it appears on your bill. See *below for sample tax and water bills*

Setup Recurring/Schedule Payments option to automate payments in between bills. You can set the preferred amount and timing (weekly, monthly) to schedule prepayments.

PAY BILLS ONLINE (Credit Card)

1. Go to annapolisroyal.com
2. Click the **Pay Bills Online** button on the top menu
3. This will take you to the PAYMENTUS portal
4. Fill out the information requested
5. **Payment Type** select either
 - **TAXES** or
 - **UTILITY**
6. Enter your Account number as it appears on your bill.
See below for sample tax and water bills

For General Invoices (e.g. Facility Rental, Vending or Sign permits):

1. Complete Steps 1 to 4 as above
2. Payment Type: Select **TAXES**
3. Enter Account # 1111111



SAMPLE TAX BILL

Town of Annapolis Royal

285 St. George Street
PO Box 310
Annapolis Royal NS B0S 1A0
Phone: (902) 532-2043

INTERIM TAX BILL

Invoice Date: 6/26/2026
Amount Due: \$1000.00
Customer Number: SAMPL001

SAMPLE RESIDENT

17 Oceanside Dr
Annapolis Royal NS B0S

HERE IS YOUR ACCT #
USE YOUR 8 DIGIT NUMBER
WHEN MAKING TAX PAYMENTS

Municipal Account Number & Property Description
00099999
17 Oceanside Dr.

Description:	Assessment	Rate:	Amount:
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SAMPLE WATER UTILITY BILL

Annapolis Royal Water Utility

285 St. George Street
PO Box 310
Annapolis Royal NS B0S 1A0
Phone: (902) 532-2043

April-June Meter Bill

Customer#: SAMPL001
Invoice Date: 6/26/2026
Amount Due: 138.85

SAMPLE RESIDENT

17 Oceanside Dr
Annapolis Royal NS B0S

HERE IS YOUR ACCT #
USE THIS NUMBER WHEN
MAKING PAYMENTS

Utilcode No. and Civic Add.
00009999.00

IF YOUR BANK ASKS FOR 4 DIGIT ACCT # YOU
WOULD USE THE DIGITS IN THE UNDERLINED AREA

Description:	Usage:	Rate:	Amount:
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