



Chippewas of Kettle & Stony Point First Nation

6247 Indian Lane

Kettle & Stony Point FN, Ontario, Canada N0N 1J1

NOTICE

TO: All payees of the Chippewas of Kettle & Stony Point First Nation

The Chippewas of Kettle & Stony Point First Nation is proud to provide new payment options for your convenience.

We are very pleased to provide access to pay bills through online and telephone banking. We are currently setup with the following financial institutions:

- Royal Bank of Canada (**RBC**)
 - Payee Name: *Chippewas of Kettle & Stony Point*
- Canadian Imperial Bank of Commerce (**CIBC**)
 - Payee Name: *Chippewas of Kettle & Stony Pt*
- TD Canada Trust (**TD**)
 - Payee Name: *Chippewas of Kettle & Stony Point Utilities*
- Bank of Montreal (**BMO**)
 - Payee Name: *Chippewas of Kettle & Stony Point*

We have also set-up Interac E-Transfers for your convenience. You can send the transfers to **KSPFN.Transfer@kettlepoint.org**; Please note that this email is setup for auto-deposit, so you do not have to create a security question and answer. *Please include your account number in the message portion.*

NOTE: You will need your account number (ex. ABC123), should you forget your account number please contact the accounts receivable clerk.

Also should you wish to make payments at our office, we will continue to accept **Cash, Cheques, Money Orders** and **Bank Drafts**. However, we now have a Wireless Interac Terminal to accept **Debit** Payments. *Please note that Credit Card Payments will NOT be accepted.* Please ring the front building doorbell and the Receptionist will inform a Finance Member to accept your payment.

Should you require any more information please contact:

CHIPPEWAS OF KETTLE & STONY POINT FIRST NATION

SHILO SHAWNOO, ACCOUNTS RECEIVABLE CLERK

6247 Indian Lane, Kettle and Stony Point FN, Ontario, N0N 1J1

Telephone: (519) 786-2125 or 1 (877) 787-5213 (toll-free)

accountsreceivable@kettlepoint.org

For our TD Canada Trust (TD) Customers:

You can add a new company to your list of payees by completing the following steps:

- Log in to EasyWeb.
- Select 'Payments & Transfers' at the top of the EasyWeb screen.
- Select 'Add Payee' from the left-hand side of the screen.
- Enter all or part of the name of the bill company name in the 'Payee Name' field and select 'Search'.
- Select the name of the company from the results provided.
 - [Payee Name: **Chippewas of Kettle & Stony Point Utilities**]
- Select 'Add Selected Payee'.
- Enter your account number from your most recent statement or invoice from the company in the 'Payee Account' field.
 - [ex. ABC123, Contact the Accounts Receivable Department for more information]
- Enter a description in the 'Description' field, if you wish.
- Select 'Next'.
- Verify the Payee Name and Payee Account are correct.
- Select 'Finish'.

If you're still having trouble with adding a payee after following these steps, please give us a call at 1-866-222-3456, 24/7, and a representative will be happy to assist you.

For our Royal Bank of Canada (RBC) Customers:

To create your list or add a new payee:

1. From the RBC Home page, select "Pay Bills & Transfer Funds"
2. Select "Create/Update Payee List"
3. Select "Add New Payee"
4. Enter the payee name or a keyword and choose "Search"
 - [Payee Name: **Chippewas of Kettle & Stony Point**]
5. Choose the payee from the list and choose "Continue"
6. Enter your payee account number and choose "Continue"
 - [ex. ABC123, Contact the Accounts Receivable Department for more information]

The new payee account will be added immediately to your Payee List and you can proceed with your payments.

Problems adding a payee

If you cannot enrol the payee through Online Banking, we can add a payee on your behalf. You can either:

- Call 1-800-769-2511 or
- By secure email - click on the 'You have messages' or 'Go to message centre' link at the top of your Online Banking Home page.

For our Canadian Imperial Bank of Commerce (CIBC) Customers:

To check if a specific payee is on our registered payee list:

1. Sign on to CIBC Online Banking.
2. Select "Pay Bills" from the left-hand navigation menu.
3. Select "Add/Review Payees".
4. Enter the payee name into the payee field box, then select "Search".
 - [Payee Name: **Chippewas of Kettle & Stony Pt**]
5. Select the payee name from the search results.
6. Enter your account number in the "Payee Account Number" box, then select "Next".
 - [ex. ABC123, Contact the Accounts Receivable Department for more information]
7. Verify the payee information, then select "Add Payee".

You will be asked to confirm the payee that you want add by selecting "Add Payee" a second time. You will receive a confirmation once your request has been submitted. You can have a maximum of 25 payees at one time.

If you are unable to find the payee you are looking for, please call CIBC Online Banking Customer Support at 1-888-872-2422. Assistance is available 24 hours a day, seven days a week.

For our Bank of Montreal (BMO) Customers:

To add a payee to your list:

1. Select Payment & Transfers.
2. Click on Add a Payee.
 - Select the Payee's Province: **Ontario**
 - Type: **Chipp**
 - Select: **Chippewas of Kettle & Stony Point**

If you are unable to find the biller or the payee you wish to add, please call 1-800-363-9992 or 1-877-225-5266 (1-877-CALL-BMO)