

Paying Your Utility Bill Online

Step 1 - Sign in to your online or mobile banking account.

Step 2 - Go to “Add Payee”

Navigate to the **Bill Payments** or **Pay Bills** section, then choose **Add Payee**

Step 3 - Search for the payee

In the payee search bar, type “**Markstay**”. You will see two options:

- **Municipality of Markstay-Warren - Taxes**
- **Municipality of Markstay-Warren - Utilities**

Select **Municipality of Markstay-Warren - Utilities**.

Search for a payee

Showing 2 results

- Markstay-Warren Utilities**
- Markstay-Warren, Municipality of, Taxes

Step 4 - Find your utility account number

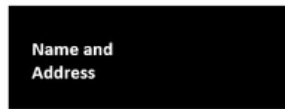
Locate your account number on your utility bill. It appears as: **1-234567-89**

Municipality of
Markstay-Warren
P.O. Box 79, 21 Main Street South
Markstay, ON P0M 2G0
Canada
Phone: 705-853-4536
Email: info@markstay-warren.ca
www.markstay-warren.ca



UTILITY BILL #: 12345

Total Due:
Bill From: 2026-01-01
Bill To: 2026-06-30
Due Date: 2026-06-12



Account: **1-234567-89** Service Location:

Description (Services)	Charge	QTY	Total
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Step 5 - Enter your account number

Most Banks

Enter your account number using this format:

- Add **two (2) zeros** at the beginning
- Replace the **first dash** with **two (2) zeros**
- Replace the **second dash** with **one (1) zero**

Example:

1-234567-89 ➡ **00100234567089**

Step 5 (Continued) - Enter your account number

Scotiabank

For Scotiabank customers, enter your account number using this format:

- Remove the **first digit** of your account number
- Replace the **first dash** with **two (2) zeros**
- Replace the **second dash** with **one (1) zero**

Example: 1-234567-89 ➔ **00234567089**

Step 6 - Save the payee

Review the payee name and account number.

If everything looks correct, click **Save** or **Add Payee**.

Step 7 - Make your payment

Select **Municipality of Markstay-Warren - Utilities** from your payee list, enter the payment amount, and confirm your payment.

If you have questions about your account number or online payments, please contact the Municipality of Markstay-Warren.