



K'ómoks First Nation

3320 Comox Road, Courtenay BC V9N 3P8,

Tel: (250) 339-4545, Fax: (250) 339-7053, Email: archpermits@komoks.ca

CHIP Permit Payment Instructions

KFN CHIP Permit **Cheque/Cash** Instructions

1. Drop off a cheque or cash at Reception at the K'ómoks First Nation Office located at 3320 Comox Road, Courtenay.
2. Mail cheque/cash to

K'ómoks First Nation
Care of KFN Finance Manager Brian Parschauer
3320 Comox Road, Courtenay, B.C. V9N 3P8

KFN CHIP Permit **E-Transfer** Instructions

- Please send the e-transfer payment to the KFN Finance Department at KFNeMoney@komoks.ca
- Auto deposit is set up.

Important Notes:

1. Please wait to complete payment until you have received the official invoice from KFN
2. Please make sure that the name on the payment matches the name on your application. Where this is not possible, please email archpermits@komoks.ca to inform us of this change.
3. Once the payment has been completed and received our Finance Dept will issue you a receipt for payment.
4. KFN Finance will then let us know that payment is complete and we will get our Chief Councillor to sign the issued permit and email it to you straight away.