

# How to add BMO Nesbitt Burns as a Biller/Payee

## How It Works:

You need to set up your BMO Nesbitt Burns account as a biller (or payee) via your financial institution's online or telephone banking service. Using your 10-digit BMO Nesbitt Burns account number, you will be required to follow the standard process of making an online banking, telephone banking or ABM bill payment. There is no fee charged by BMO Nesbitt Burns for using this service.

*You can add a biller/payee by following these steps:*

1. Select Payments & Transfers.
2. Click on Add a Payee as it appears on your bill in the Account Number field.
3. Enter a Nickname that will help you remember this payee for next time.
4. Click on the Add Payee Button

The screenshot displays the 'Add a Payee' page in the BMO Nesbitt Burns online banking system. The page is divided into a top navigation bar with tabs for 'My Accounts', 'Payments & Transfers', 'Manage My Finances', 'My Profile & eDocuments', and 'Products & Services'. A 'My Messages' icon is also present. Below the navigation bar, the 'Payments & Transfers' section is active, showing a list of options including 'My Payments and Transfers', 'Interac e-Transfers', 'Western Union Money Transfer', and 'epost - View Bills'. The main content area is titled 'Add a Payee' and features a progress indicator with three steps: '1 Enter Details', '2 Verify Details', and '3 Complete'. The 'Add a new Payee' section includes a description of the feature and a list of three BMO Nesbitt Burns biller options: 'Administration Fees', 'Deposits and Regular Contributions', and 'Spousal Contributions'. The form fields are as follows: '\*Payee Province' (dropdown menu set to 'ON'), '\*Payee Name' (text input field containing 'Bmo Nesbitt Burns' with a red 'x' icon), '\*Account Number' (text input field), and 'Nickname' (text input field). A red asterisk indicates that the account number field is a required field. At the bottom right of the form, there are 'Cancel' and 'Verify Payee' buttons. A note at the bottom of the page states: 'Transfer your Pre-Authorized Payments from another financial institution to your BMO bank account or Credit card.'

There are three BMO Nesbitt Burns biller (or payee) options, each with a different function:

- BMO Nesbitt Burns - Deposits and Regular Contributions: Select this biller to make a deposit or payment to your Investment (non-registered) account or to make a personal contribution into your RRSP.
- BMO Nesbitt Burns - Spousal Contributions: Select this biller to make a spousal contribution into your Spousal RRSP account.

- BMO Nesbitt Burns -- Administration Fees: Select this biller to pay your annual administration fee for your RRSP, RESP, RRIF, LRIF, LIF or LIRA account. This biller should not be used to make a contribution into any of these accounts. Multiple fees must be paid individually.

Please note there will be a lead time of 2-3 business days to process these payments for BMO Bank of Montreal clients and 2-5 business days to process these payments through other financial institutions. You should keep this in mind when making a deposit to cover a trade settlement or a contribution close to the deadline.

All deposits, payments or contributions will be accepted in Canadian funds only. Limit of transaction amount will vary depending on your account set-up with your financial institution.