

### To check your balance or expiration date online:

1. Visit [www.bristolct.gov/payment](http://www.bristolct.gov/payment)
2. Select "Pay As You Throw/Transfer Station Payments"
3. Under "Pay or Renew Online" select "Pay As You Throw Payments"
4. Select "Pay as You Throw - Add Funds to Account" on the left side of the page. Do not worry, you do not have to type in any payment information at this stage.
5. An "Important Message" pop-up will show. You may exit out of the pop-up.
6. Type in your driver's license number and click "continue."
7. Scroll down to "Current Balance" and/or "Permit Expiration Date"
8. If you do not want to add funds, you may exit the browser. If you do want to add funds, please see steps #7-14 in the section below.

### To add funds to your Transfer Station account online:

Any funds added online will be available for use the next day, as the funds transfer overnight. Funds added in the office will be immediately available for use. **As of July 1, 2019, all Transfer Station customers will be required to maintain a minimum account balance of \$25.00 in order to gain access to the Transfer Station.**

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2. Select "Pay As You Throw/Transfer Station Payments"
3. Under "Pay or Renew Online" select "Pay As You Throw Payments"
4. Select "Pay as You Throw - Add Funds to Account" on the left side of the page.
5. An "Important Message" pop-up will show. You may exit out of the pop-up.
6. Type in your driver's license number and click "continue."
7. Under "Pay Amount" enter the amount you want to add to the account (\$25 minimum).
8. Click "add to cart"
9. Click on "Checkout"
10. Enter the "address," "phone number," and "email" fields.
11. Click "Checkout as Guest"
12. Enter your billing information.
13. Click "proceed."
14. Once you finalize your order, you will be given a confirmation number. That is how you know the payment went through. You may print this page as a receipt for your records.

**To renew your Transfer Station permit online:**

Residential permits ONLY. Permit renewals are \$40 if done online, and will be available the next day for use, as the funds transfer overnight. Permit renewals are \$50 if done in the office, and will be available immediately for use. All permits are renewed for five years.

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2. Select “Pay As You Throw/Transfer Station Payments”
3. Under “Pay or Renew Online” select “Pay As You Throw Payments”
4. Select “Pay as You Throw Permit Renewal” on the left side of the page.
5. An “Important Messages” pop-up will show. You may exit out of the pop-up.
6. Type in your driver’s license number and click “continue.”
7. Under “Pay Amount” enter “40.00”
8. Click “add to cart”
9. Click on “Checkout”
10. Enter the “address,” “phone number,” and “email” fields.
11. Click “Checkout as Guest”
12. Enter your billing information.
13. Click “proceed.”
14. Once you finalize your order, you will be given a confirmation number. That is how you know the payment went through. You may print this page as a receipt for your records.

**Effective July 1, 2019, all PAYT debit/credit card and ACH (electronic check payments will be subject to a service fee of 2.95% per transaction. This fee applies to online credit/debit card and ACH payments, and in-office credit/debit card payments.**