



COMMISSION SCOLAIRE SIR-WILFRID-LAURIER
SIR WILFRID LAURIER SCHOOL BOARD

SUBJECT: Online payments

Dear Parent,

We wish to remind you that it is possible to pay certain school fees online with most major banks.

Your invoice and statement of account include an individual reference number just under the summary of amounts to pay. The reference number consists of 19 numeric and alphanumeric digits beginning with the letters **ES**. Each child has a unique reference number. When making a payment, the parent *must* use this number when paying invoices online in order to have the payment applied correctly. Please note as well that receipts and government tax slips, such as relevé 24, are issued to the parent who makes the payment.

When you log on to your bank's online payment feature, you will need to add **Sir Wilfrid Laurier School Board Effets scolaires – (Schools/Student Fees)** as a payee by selecting it among the list of payees. If the name doesn't appear, you may do a search by typing the **key word "Laurier"**. When setting up your payee, please enter the unique reference number starting with the letters **ES**. *Do not enter any spaces.*

Important

As stated above, **each child has a unique reference number**. For this reason, parents must make a **separate payment for each individual child**. If you have more than one child, we therefore recommend that a separate account be made available in your bank account for making payments. For example, if you have three children, there should appear three separate accounts for the same payee, and each account must have a different reference number.

Online payments are accepted at most major financial institutions including the following:



Caisse Desjardins



CIBC



TD



Royal Bank



NATIONAL
BANK



Scotia Bank



BMO



Tangerine

Please note that it will take 3 to 5 business days to process your payments through your bank.

For more information, please contact the secretary at your school.



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