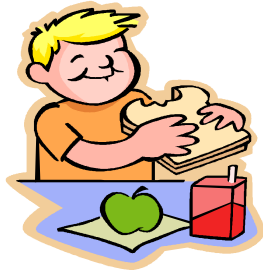




## HELPFUL HINTS WHEN SETTING UP PAYMENT WITH YOUR BANK'S ON-LINE BILL PAY



### **ELEMENTARY SCHOOL PARENTS ONLY:**

Some of you have begun sending in lunch money by using your bank's on-line bill pay. We hope you have found this to be convenient. We want to give you some helpful hints so that your payment is applied correctly and on time.

### **SETUP:**

**Payee:** "MTBOE Cafeteria Account"  
**Address:** Your child's school address  
**Account Number:** Your child's full name & teacher's name

**NOTE:** You must set up each child as a separate payee.

**NOTE:** Your payment is **NOT ELECTRONIC!**

Your bank will mail a **PAPER CHECK** to the school, so it may take 5+ days for the check to be delivered, so plan ahead!

**NOTE:** Your child will not receive lunch tickets until the check is delivered to the school.

For more information contact Cheryl Babulak of Chartwells at 732-671-3850 x1045