



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



MIDDLE & HIGH 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: 59 Tindall Road, Middletown, NJ 07748
Account Number: Your child's **Student ID Number**
(found on report cards & schedules)

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 Central Administration, so it may take **5+ days** for the check to be delivered, so plan ahead!

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