

**SUBJECT: Online payment of school materials**

Dear Parents,

The Lester B Pearson School Board is pleased to announce that it will now be possible to pay for some school materials online with most major financial institutions.

Your Invoice / Statement of Account will now have a unique reference number which will appear below the summary of amounts to be paid. This number is comprised of 20 alphanumeric characters beginning with the letters ES. In order for the payment to be applied correctly, you must use this number when making an online payment.

On your bank's website, in the section allowing you to pay bills online, you will need to add the supplier: **CS Lester B Pearson Effets scolaires** by selecting it from the names which will appear in the list of recipients / suppliers.

When making your payment, be sure to include (without spaces) your unique reference number starting with the letters **ES**. Since each child has a unique reference number, you will need to make a separate payment for each of your children. Please note that this reference number is only to be used for items charged to your Invoice / Statement of Account for school materials. You cannot use this reference number and supplier name to pay for daycare fees.

Receipts and tax slips, such as slip RL-24 and receipts for artistic or physical activities, will be issued to the parent who made the payment.

Here is the list of financial institutions that accept online payments:

- Royal Bank of Canada
- TD – Canada Trust
- CIBC
- Bank of Nova Scotia
- BMO – Bank of Montreal
- Caisses Desjardins

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

If you have any questions, please do not hesitate to contact your school secretary.