Dear Parents,

Just a quick reminder that you can now pay your Daycare Service invoices with online banking through your banking services.

Currently, The National Bank, Desjardins, Scotia Bank, TD, Tangerine, and BMO-Bank of Montreal customers can use this service. You only have to add COMMISSION SCHOLAIRE EASTERN TOWNSHIP - SERV GARDE as a payee. You will need to fill in the requested information along with the 20-digit number; being the “reference number” that you will find on the top of your invoice/statement of account, just above your name (payer’s name) The number starts with 8837. This number identifies both the student and the payer. You will need to create a separate payee’s invoice reference number to pay for each of your children (as they each have a unique ref. number) You will also need to enter a separate payee ref. number for each payer: if both parents pay an invoice, each of them has their own ref. number. (i.e. joint custody). A tax receipt (relevé 24 issued each year) is issued to the payer, based on their ref. number. **It is therefore very important to use the accurate ref. number.** You can also pay at an ATM machine, by inserting the payment coupon with your payment.

Please note that there is a delay of 2 to 3 working days to allow all data to be updated in our different software.

It is important to know that if your child changes daycare service, you will need to update your payee’s ref. number as they are specific for each school.

If you have any questions concerning the payment of your Daycare invoice/statement of account. Do not hesitate to contact me. I will be pleased to help you.

Your Daycare Technician
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450-242-1336