

Dear Parents/Guardians,

The Western Québec School Board is happy to announce that we will be moving to online banking for payment of school fees and daycare fees,

Each invoice will have a personal online banking file number. School fees and daycare invoices will be available on the parent portal.

We will be listed as *Western Quebec School Board – School and Daycare* or *WQSB – School and Daycare* or *Western Quebec School Board – S & D* depending on the bank you use.

Once you have created us as a payee, you will enter your personal online banking file number found on your invoice.

Note that each parent has a distinct payment number. It is imperative that the file number used belongs to the parent making the payment. If the wrong file number is entered (between Mom/Dad), no reversal can be made and in the case of daycare payments the tax slip will be issued to the payer whose file number was used. The same will apply to any reimbursements that may be required.

Always verify your file number before making a payment as this number will change if your child changes schools.

School fees invoices, daycare invoices and school taxes invoices all have different payment numbers.

SCHOOL FEES – Online Banking File Numbers are 19 digits long				
Example: 86ES0000000000000000				
86	ES	000	0000000	00000
WQSB	School Fees	School Code	Student ID	Parent ID

These numbers will be personal to you and your child

DAYCARE FEES – Online Banking File Numbers are 19 digits long				
Example: 86SG0000000000000000				
86	SG	000	0000000	00000
WQSB	Daycare Fees	School Code	Student ID	Parent ID

These numbers will be personal to you and your child

All online payments will be processed at the board office therefore if you have any questions or concerns regarding online payments please contact us at infofinance@wqsb.qc.ca.

Regards,

Western Quebec School Board
Finance Department
infofinance@wqsb.qc.ca