



Signing up for Online payments

1. Check the portal for your Statement of Account for the balance to pay
2. Make note of your personal payment code on the statement (**Online Banking File #**)
 - a. Be sure to use the code for the person who will claim the daycare fees on their taxes
 - b. The payment will be credited to the parent whose code is used
 - c. Parents in joint custody who pay part of the fees should use their individual code to make the payments
 - d. Code for school fees will be different

Online Banking File Numbers are 19 digits long with no spaces

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WQSB – Daycare – School Code – Student ID# – Parent ID#

This is an example. **DO NOT use this code.** Be sure to find your own code on the statement for your child.

3. Sign into your online banking
4. Create a payee by searching "Western" a list of names should come up
5. Choose "Western Quebec SB – School and Daycare" or "Western Quebec School Board – S/D" or a variation of that depending on your bank
6. They will ask for your payment code or file number; you must enter it carefully
7. Make a payment by entering the amount from your statement

Once you have created the payee you can use the same one every time you make a payment. You can save it with the nickname "Daycare" and create one for "School" later when you are ready to pay school fees.

Jennifer Plaxton
Daycare Technician
Greater Gatineau Daycare
(819)663-4842 x3

Principal: Valerie Link

Vice-Principal: Roxana Tiron-Baleanu

297 Alice St.
Gatineau, QC J8P 3M6
(819)663-4842 fax: (819)663-1347
e-mail: greatergatineau@wqsb.qc.ca