

Online Banking - Through your bank by using online banking and adding us as a Bill Payee. Instructions can be found below. Please send proof of payment as soon as it has been made and we can complete your registration. ***This is fastest method of payment.***

Board Approved Banks:

Bank Name	Our Search Name
Bank of Montreal	Waterloo Catholic School Board
CIBC/Simplii Financial	Waterloo Catholic District SB
Royal Bank of Canada	WCDSB – Acct Rec
Scotiabank	Waterloo Catholic District S.B
TD Canada Trust	Waterloo Catholic District School Board
Central 1 Credit Unions	Waterloo Catholic

Steps to set up Bill Payee

Step 1:	Log into your Banking online or through your app
Step 2:	Select “Pay Bills”
Step 3:	Select “Add a Payee”
Step 4:	Search for Waterloo Catholic District School Board (Use the chart above and enter in “Search Name”
Step 5:	Fill out the account information: Your account number would be the following 6 letters and your Date of birth: SLSDONMMMDDYYYY For example, if you were born February 4, 2020, your account number would be SLSDONFEB042020
Step 6:	Make the appropriate payment: Each Course is \$60
Step 7:	Send laura.cleasby@wcdsb.ca a screenshot of the payment with the Confirmation of Payment Code
Step 8:	Allow 3-5 business days once Laura has confirmation of payment