

ELECTRONIC PAYMENT PROCESS

This year the district will accept electronic payments for student food service accounts, registration fees, and other payments made to the school district. This system usually takes up to a week to process so it is not intended for lunch balances below \$10.00 or other payments that need to be made immediately. Credit will not be applied to your child's account until the District has actually received the check from the bank. To utilize this free electronic payment system:

1. Go to your local bank's on-line bill pay system. Enter a school building's name and address from the list below, as the company you wish to pay. For children in different buildings please make separate entries and the bank will send separate checks. If you are making a payment for Registration and Food Service to the same building we would again ask that you make separate entries and the bank will send separate checks. This will allow the District to better track the payments being made by the bank on your behalf.
2. On your bank's on-line bill pay system, enter the amount of the payment you wish to make.
3. On your bank's on-line bill pay system, enter in the memo line/description line the reason for the payment. Please be specific and provide as much information as possible (student's name, students ID#, reason for payment-food service, registration fee, etc.).

Required Addresses

MTZ HS- Food Service
305 S. Henderson St
Mt. Zion, IL 62549-1323

MTZ High School Office
305 S. Henderson St.
Mt. Zion, IL 62549-1323

MTZ JH-Food Service
315 S. Henderson St.
Mt. Zion, IL 62549-1323

MTZ JH- School Office
315 S. Henderson St.
Mt. Zion, IL 62549-1323

MTZ INT- Food Service
310 S. Henderson St.
Mt. Zion, IL 62549-1384

MTZ INT- School Office
310 S. Henderson St.
Mt. Zion, IL 62549-1384

MZG- Food Service
725 W. Main St.
Mt. Zion, IL 62549-1335

MZG- School Office
725 W. Main St.
Mt. Zion, IL 62549-1335

McG.- Food Service
1320 W. Main St.
Mt. Zion, IL 62549-1348

McG- School Office
1320 W. Main St.
Mt. Zion, IL 62549-1348

MTZ- Central Office
455 Elm Street
Mt. Zion, IL 62549-1314

Sample Notes And/ Or Memo To Include On The Check

Please post to Acct. # 123456- John Smith
Registration Fee for John Smith
Pay Rider Fee for John Smith

Lunch Acct. for John Smith
Athletic Fee for John Smith