



PAYMENT INSTRUCTIONS

VIA BANK & THIRD PARTY OUTLETS

A. Payment using Jack & Jill School Bank Accounts

Account Name: Jack & Jill Schools/Castleson Inc.

Metrobank – Account # 002-7-002-51770-8

BPI – Account # 001063-2774-59

Instructions:

- 1) Fill out a Deposit Slip
- 2) Account Name is **Jack & Jill Schools/Castleson Inc.**
- 3) Enter designated account number (see above)
- 4) After bank validation (after payment had been received and posted by bank) write down the following details as follows:
 - a. STUDENT NAME:
 - b. GRADE LEVEL:
 - c. STUDENT ID NUMBER:
 - d. SCHOOL BRANCH:
- 5) Email the validated deposit slip to vpjjscastleson@gmail.com OR question@jjscastleson.org

B. Payment through MLHULLIER OR LBC

Instructions:

- 1) Fill out form section for **BILLS PAYMENT**.

Company Name: Jack & Jill Schools/Castleson Inc.

Account Name: Enter Student's Name

Account Number: Enter Student ID Number

Other Details: Enter Student Grade Level / Branch / Purpose of Payment
- 2) Email your validated Bills Payment Form to vpjjscastleson@gmail.com OR question@jjscastleson.org

Note: Charges may apply for payments through MLhuillier and LBC.