

INSTRUCTIONS FOR ACCEPTING CHECKS

Jefferson Parish Public Schools is a member of Payliance. Payliance is a check verification and returned check processing company that will be responsible for clearing all of our NSF checks.

To do this, the following information **MUST** be included on all checks received for payment:

1. Full name.
2. Street address (physical address only, no P.O. Box).
3. Home telephone number with area code.
4. Driver's license number including state.
5. Student's name.

Reminder: All money (\$5.00 or more) received from a student must be receipted. This includes checks.

DO NOT ACCEPT TEMPORARY CHECKS