



## Methods of payment to WFN

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1. Cheques by Mail
2. Cheques by Dropbox
3. Online Payments
4. e-Transfer

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## Cheques by Mail

1. Ensure cheque is filled out properly (see example below)
  - Pay to the order of: Westbank First Nation
  - Date: Today's date / future date you would like funds to come out of account
  - \$: Numerical value eg \$100.00
  - Dollars: Written form eg One Hundred
  - Memo: Include account number / what you are paying
  - Signature in nottom right corner

5719

DATE: \_\_\_\_\_

PAY TO THE ORDER OF: \_\_\_\_\_ \$

\_\_\_\_\_ DOLLARS Security Features Detailed on Back

MEMO: \_\_\_\_\_

⑆000045678000 0000⑆ ⑈0000

2. Include portion of Invoice with your cheque.
3. Send cheque to:

**Westbank First Nation**  
**101 – 515 Highway 97 South**  
**Kelowna, BC V1Z 3J2**

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## Cheques by Dropbox

1. Ensure cheque is filled out properly (see example below)
  - Pay to the order of: Westbank First Nation
  - Date: Today's date / future date you would like funds to come out of account
  - \$: Numerical value eg \$100.00
  - Dollars: Written form eg One Hundred Dollars
  - Memo: Include account number / what you are paying
  - Signature in bottom right corner

5719

DATE: \_\_\_\_\_

PAY TO THE ORDER OF: \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ DOLLARS 

MEMO: \_\_\_\_\_

⑆000045678000 0000⑆ ⑈0000

2. Include a portion of your Invoice with your cheque inside of the envelope
3. Label envelope with:
  - First Name
  - Last Name
  - Address
  - Description of payment – eg Rent, Utilities, etc.

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- Account number if applicable

## Cheques by Dropbox

4. Please leave envelope inside of the dropbox which is located outside of the 1<sup>st</sup> floor Lindley building on Sneena Road. Please see image below.



5. Please do not put cash in the dropbox for security reasons.

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## Online payments

1. To make payments online through your bank, visit your bank's website and go to the **Bill Pay** section of the site
2. Click on **Add Payee**
3. Search for **Westbank First Nation** and you will get four options: **Tax, Utilities, Business Licence, or Annual Service Fees. Select which is relevant**
4. **Enter Account number** as shown on Invoice
5. **Enter amount** you are paying and click submit
6. The next time you use Bill Pay, your Payee will be saved, so you need only enter \$ amount.

## e-Transfer

1. To make an E-transfer, visit your bank's website and go to the e-**Transfers** section of the site
2. **Choose account** you would like the money to come out of – eg. Chequing, Saving, etc.
3. **Choose Amount** you would like to send
4. Click **Add New recipient**
5. **Enter accounting@wfn.ca** as the recipient and click Add/Save
6. Security Question: Provided Password
7. Answer to question: **WFNaccounting**
8. Message (optional) **Include a description of what you are paying**
9. **Submit**

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