



MAKING CHEQUE PAYMENTS THROUGH OUR DROP-BOX FACILITY

- Persons will not be allowed to enter the building.
- Provide the courier/messenger with the correct location of the drop-box.
- Cheques are to be placed in a sealed envelope along with instructions of the account(s) to be replenished.
- Place the sealed envelope through the drop-box slot on the main entrance door located at the Administration Building.
- Cheques delivered between 9:00 a.m. and 3:30 p.m. will be processed on the same day.