



## **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 detailed instructions.
- 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 11:30 a.m. to replenish deposit accounts will be processed on the same day.