Pay your PTO Membership by Check Instructions

-From your bank’s website, choose to add a new payee:

 **Payee/Name: Highland PTO**

 **Address: 490 Highland Avenue**

 **C/O Highland PTO Treasurer**

 **Town: Cheshire, CT**

 **Zip Code: 06410**

 **Payee Phone: 203-272-0335**

-There is no account number for this payee (Highland School PTO) In the text box type:

**Donation or Dues,**

**Last Name of your youngest student and their teacher’s name**

-Once you’ve verified your payment, keep a copy for your records and you may email a PDF of the payment record to:

 HighlandPTOSecretary@gmail.com

\*\*\*Every bank’s bill pay or e-check system varies. Check with your bank about setting up your online account\*\*\*