



PAYMENT PROCEDURES

1. BY CHECK

The check should be made payable to Stoneleigh-Burnham School and mailed to: Stoneleigh-Burnham School, Business Office, 574 Bernardston Road, Greenfield, MA 01301. We will also accept the following forms of payment in US dollars: Money Orders, Certified Bank Checks, and Traveler's Checks.

Please include your daughter's name on the check.

2. BY CREDIT CARD

Pay online by credit card on our website <https://sbschool.org/parents/tuition-payment>.

A 3% fee will be added to your transaction amount by our service provider.

3. DOMESTIC WIRE TRANSFER (Wires from a United States bank account)

Instruct your bank to wire funds in US dollars to: Greenfield Savings Bank

***Be sure to include the student's name so funds can be properly applied.**

For deposit to: Greenfield Savings Bank
400 Main Street
Greenfield, MA 01301

ABA # 211870799

Further credit: "Your daughter's name" *
Account #0116004417
Stoneleigh-Burnham School

4. SWIFT CODES (Wires originating from outside of the United States)

Currency:	USD
Account Name	Western Union Business Solutions
Account Number	8901309192
Address	240 Greenwich Street, New York, NY 10286, USA
SWIFT	IRVTUS3N
ABA Number	021000018
Bank Name	Bank of New York Mellon
** Payment Notes	59767-US-002, Stoneleigh Burnham School 0116004417, Greenfield Savings Bank AND "Your Daughter's Name"
** IMPORTANT:	Include the Payment Reference Notes as for Further Credit To details

Note: Fees that the School incurs for wire transfers and fee collection will be recharged to your account. This fee for a non-SWIFT wire is usually \$10.00. A SWIFT wire is \$36.00.