How to pay your La Romita invoice using an Online Bank Transfer (E-Check)

Using an online check to pay your invoice is just about as easy as using a credit card, but avoids a mess of fees.

Our system is not quite intelligent enough to automatically adjust how much you're charged based on what method you use, but fortunately it IS smart enough to allow YOU to edit how much you pay us!
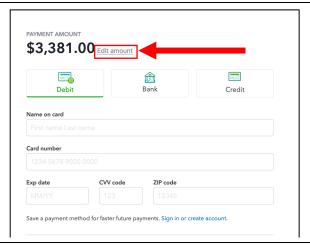
Here's how:

When you open the invoice sent to your mailbox, you'll see something like the form at right.

First, Click on the black "Review and Pay" button

REGISTRATION INVOICE DETAILS

LA ROMITA
SCHOOL OF ART

La Romita School of Art, Inc.

DUE 08/17/2022

USD 3,381.00
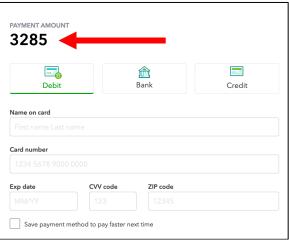
Review and pay

Powered by QuickBooks

You'll be taken to your invoice in the Quickbooks Payments system. Right at the top is the amount you owe *including* the processing fee
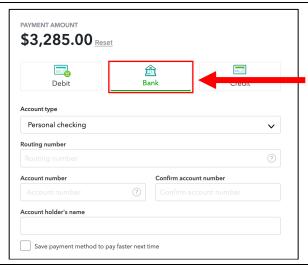
right next to it is a link to "Edit amount"

Click that link, and you can manually change the number you'll pay. Just subtract $96 from the number, and hit enter.

Right below where you edited the number there are three buttons: Debit, Bank, and Credit.

Select the "Bank" button, and you'll be given places to enter your bank account information – type, routing number, account number, and account-holder name.

Enter all of that and hit the big green button at the bottom of the form.

That's it!

Once you've submitted your payment, we'll receive it as an e-Check and manually remove the credit card fee from your invoice.

As always, you can contact us a registrations@laromita.org with any questions or concerns.

IF YOU ARE OUTSIDE THE UNITED STATES

This quickbooks system only, unfortunately, works with the U.S. Bank routing system. If you are outside the United States, you can use a wire transfer to pay instead. Below is the SWIFT information you should need:

SWIFT code: BOFAUS3N

Bank of America, NA
222 Broadway
New York, New York 10038

Routing: 026009593
Account: 226001714522

(remember to subtract the $96 from your balance-owed!)