



# The Wakefield High School Band Program

*Brian D. Muñoz, Band Director*

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## **How to make a payment using Venmo:**

Create an account

1. Go to [www.venmo.com](http://www.venmo.com) and create a new account for yourself (using Facebook or an email address)
2. Once you have your account set up, sign in to it on Venmo
3. Go to settings in the upper right Navigation bar. Click on Banks & Cards.
4. You want to add either a bank/debit card or a credit card. Please note that if you use a credit card, you will have to pay an additional 3% service fee, while a bank card is free.
5. If you wish to send a large amount of money, you will need to [Verify](#) and enter the required information. This will allow you to send \$300 or more if needed.
6. Go back to the main Venmo page by clicking the Venmo logo at the top left of the screen. In the box at the top that says "Pay or Charge Someone" search for @WHSBB-Treasurer
7. Once there, click on the "Pay" button on the left
8. Enter the amount you wish to pay along with a note (a note is required) indicating what your payment is for
9. Click on the Pay button and confirm the payment.