



STUDENT BAND FEE INFORMATION

All student fees are managed through Charms software.

To Access Your Charms Account:

1. Website: www.charmsoffice.com
2. Click Login
3. Go into "Parents/Students/Members"
4. Enter School Code "Munfordhsband"
5. Click on Enter
6. Enter Student Password (This is the **Student ID #** for first login)
7. Click on Enter
8. (You will be prompted to change your password.)
9. Click on Finances (open wallet icon) to view your student's current status.

*There is also a Charms app for easily viewing your current account status, but payments cannot be made through the app.

MULTIPLE WAYS TO PAY FEES

Online Payments:

There are 2 ways to pay online. There is a 3% charge for online payments to cover our costs.

1. To pay with a credit card or PayPal, go to MunfordBand.com:
 - a. Click "Band Fee Payment" under Quick Links on the homepage.
 - b. Click the red "Make Band Fee Payment" tab at top.
 - c. Follow the steps to pay.
2. Pay directly through Charms using PayPal: (This will automatically update your Charms account to reflect payment)
 - a. Follow the Charms account access steps above.
 - b. Click on "Pay Fixed Payments" to pay a fixed payment amount OR click "Make Miscellaneous Payment" to pay a different amount.
 - c. You will need a PayPal account to pay through Charms.

Please Note: Fixed payment amounts are not updated in Charms for the new school year until the previous fiscal year closes at the end of June. Thus, May and June payments for the upcoming school year will need to be made under the miscellaneous payment tab. The Co-Treasurer will transfer these payments to your fixed payments when the new fiscal year begins in July.

Additional Note: Smaller payment amounts will remain under miscellaneous until a full fixed payment amount is reached, and then will be transferred by the Co-Treasurer to reflect a full fixed payment. Please don't let this deter you from making small payments. Every effort to pay in any amount is well received and appreciated.

Mail Payments:

Munford Band Boosters
PO Box 1304
Munford, TN 38058

Pay In-Person

*Please **DO NOT** send payments with your student to school!!*
Payments can be made at any booster meeting (2nd Monday of each month)
Payments can be handed directly to any board member.

If you need to reach a board member to make a payment, please email:

Tiffany Wyles treasurer@munfordband.com
Joyce McLean cotreasurer@munfordband.com