

# Invoicing & Payment Information

At Classic LifeCare, we strive to make billing as convenient as possible. Invoices are issued twice a month, on the 10th and 25th, with the flexibility to choose between semi-monthly or monthly billing options. For your convenience, invoices can be delivered via email or accessed directly through our Family Portal.

## **PAYMENT OPTION #1 Online Banking**

- Search for Classic LifeCare as payee
- Your account number is located on the top right-hand side of your invoice. Use the last 4, 6, or 8 digits of your client ID as the account number. Different banks use different number of digits, depending on the bank you use

## **PAYMENT OPTION #2 Paying at the Bank**

- Provide the bank with the invoice
- Your account number is located on the top right-hand side of your invoice. Use the last 4, 6, or 8 digits of your client ID as the account number. Different banks use different number of digits, depending on the bank you use.

## **PAYMENT OPTION #3 Pre-Authorized Debit**

- This is an automatic payment option to be withdrawn from the account.
- Simply fill out the pre-authorized debit agreement form and send it back with a void cheque

**If you have any questions regarding your invoice or other payment methods, please contact us at:  
604-263-3621, or at  
[accounting@classiclifecare.ca](mailto:accounting@classiclifecare.ca).**