



**BUTLER
UNIVERSITY**

Student Accounts

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Dear Butler University Student,

The Office of Student Accounts is excited to offer you and your family electronic billing statements (E-Bills) AND the opportunity to make electronic payments (E-Pay)!

Effective June 2009, the monthly billing statement will be available in an electronic ONLY format. You will access your billing statement by logging on to your **my.butler.edu** account. You will also have the opportunity to create **Authorized User** accounts for parents, spouses or anyone that needs to view your billing statement and/or make payments. **Authorized Users** (and you) will be able to make payments on-line via E-Check and credit card. MasterCard, Discover, and American Express are accepted. (There is no additional charge for E-Check payments. However, please keep in mind there will be a 2.75% charge for credit card payments.)

Due to added security and effective June 8, 2009, the Office of Student Accounts **will no longer process credit card payments received by mail, fax, in person or over the phone.** Credit card payments will be accepted via e-pay ONLY.

Highlights of E-Bill and E-Pay:

- Convenient account access anytime!
- E-mail notifications to both you AND your **Authorized Users** when E-Bills are available for viewing – the second Friday of each month.
- A secure website for submitting E-Pay by check or credit card.
- On-line access to your 1098-T tax reporting document, effective for **2009**.

Please review the enclosed brochure which illustrates your access to E-Bill and E-Pay in addition to the instructions on how to set up **Authorized Users** and 1098-T navigation instructions.

Also, if you want to participate in Butler University's Monthly Payment Plan, separate instructions are enclosed and available on our website at www.butler.edu/student-accounts

Sincerely,

Office of Student Accounts