



Please find the unique payment reference for your family in the **Family Services Portal**

REFERENCIA BANORTE (6 digits) and CLABE PERSONAL MONEX (18 digits)

If you need your password to access to the Family Service Portal, please send an email to contact@asfm.edu.mx

Maintaining accurate and up-to-date fiscal information is crucial. If you need an invoice, please reach out to our cashier [Javier Zea](#) **before the payment is made**. Including a PDF of your Constancia fiscal and the fiscal regime under which we will be invoicing. Otherwise, we will generate the invoices using a standard RFC provided by the tax authority. If this is the case, no action is required on your end.

AUTOMATIC CREDIT CARD PAYMENTS – Pagos Domiciliados (5th business day of the month)

Visa/MasterCard: 0% commission

American Express: 1.95% commission + IVA

To sign in request format required: javier.zea@asfm.edu.mx

CONCENTRADORA/OVER THE COUNTER DEPOSIT (PESOS) – BANORTE BANK

Required information at the counter:

1.- Beneficiary: American School Foundation of MTY A.C

2.- Emisora or Concentradora: 26929

3.- Payment Reference: REFERENCIA BANORTE (6 digits) Found in [Family Services Portal](#)

If the payment is made through the banking internet portal and requests "Family Number" you must enter the "BANORTE REFERENCE" The cashier validates that the payment reference is correct, Otherwise, the payment will be rejected.

4.- Student's Last Names

WIRE TRANSFERS - MEXICAN PESOS – MONEX BANK

Bank: BMONEX/ BANCO MONEX" ("MONEXCB / MONEX CB" are incorrect options.)

Beneficiary: American School Foundation of MTY A.C

Account: CLABE PERSONAL MONEX (18 digits) Found in [Family Services Portal](#)

Reference: Family #

INTERNATIONAL WIRE TRANSFERS – TD BANK

Bank: TD Bank, N.A

Bank Address: 300 Delaware Ave, Wilmington DE 19801 USA

Account Type: Checking

SWIFT: NRTHUS33XXX

Routing Number/ABA: 031101266

Account Number: 4407601023

Beneficiary Name: American School Foundation Of Monterrey

Beneficiary Address: Ignacio Morones Prieto No 1500 Col San Isidro, Santa Catarina

CP. 66190 México

*Please send your family number and receipt to javier.zea@asfm.edu.mx

SCHOOL CASHIER

Ph: 812 187 0116

7:30 am – 1:30pm (Monday - Friday)

AMEX: 2.5% commission + IVA

VISA / MASTERCARD: 2% commission + IVA

DEBIT CARD: 1.5% commission + IVA

*No cash or checks accepted