

RETURN THIS FORM TO THE ECC OFFICE ASAP!

(Note: A new form must be signed each school year.)

ACH Preauthorized Payments Agreements (Debits)

This is my authorization to Saint Andrew's Early Childhood Center to automatically debit my checking account _____ at _____
Number Financial Institution
in _____, _____ in the amount of _____.
City State Tuition Amount

This authorization will be in effect from May 2, 2011 through May 18, 2012 to cover tuition from September 2011 to May 2012. The September tuition draft will be debited no later than July 1, 2011. All subsequent drafts will be debited on the 5th of the month (or the next business day), starting September 5th for October's tuition. Please tape a blank, voided check below.

Tape voided check here.

I understand that this authorization will be in effect until I notify my financial institution in writing that I no longer desire this service, allowing it reasonable time to act on my notification. I also understand that if corrections in the debit amount are necessary, it may involve an adjustment (credit or debit) to my account.

I have the right to stop payment of a debit entry by notifying my financial institution before the account is charged. If an erroneous debit entry is charged against my account, I have the right to have the amount of the entry credited to my account by my financial institution, if, within 15 days following the date on which I was sent a statement of account or a written notice of such entry or 45 days after posting, whichever occurs first, I give my financial institution a written notice identifying the entry, stating that it is in error, and requesting credit back to my account.

This authorization is non-negotiable and non-transferable.

Customer Name (please print)

ECC Student's Name

Customer Signature

Date

Please attach a voided check even if you have previously utilized the automatic draft at the ECC or MMO. A new form must be filled out each year due to tuition and date changes.