

Evergreen Christian School

Automatic Deduction Payment Plan for Tuition

NOW YOU CAN WRITE ONE LESS CHECK... automatic deduction is a safe and convenient method for paying your tuition. You just authorize us to have your bank transfer the funds on the 3rd OR 20th of each month. It's that simple. Paying your bill through automatic deduction means your money stays in your account until the date your payment is due. You never need to worry again about remembering to make your payment.

HOW DOES AUTOMATIC DEDUCTION WORK? You simply authorize us to have your bank transfer the amount of your **total monthly payment** to our bank account on the 3rd OR 20th of each month. The bank will continue to make your payments until you notify us that you want it stopped. We can work with almost any bank or financial institution in the area and it will cost you nothing! If you change banks in the future, to ensure that your payments aren't interrupted or delayed, let us know the name of your new bank and account number well in advance of your next payment date. We will make all the necessary arrangements.

HOW WILL I KNOW THE CORRECT AMOUNT HAS BEEN TRANSFERRED EACH TIME? For your records, the transfer will appear on your bank statement. Should you ever feel that the transfer amount is incorrect, notify your bank to research the transfer. A reversal can be made up to 15 days after you receive your statement. Your bank can only transfer the amount that you have authorized to be transferred and you can stop payment on a transfer just like checks drawn on your account.

CAN I CANCEL THIS AT ANYTIME? Yes - just remember to give us written notification 30 days ahead of time so we can process the cancellation.

HOW DO I SIGN UP? It's easy. Complete the authorization form below and return it to us **along with a voided check (not a deposit slip) from the checking account you want charged for your payment.** If you are deducting from a savings account, ask your bank to give you the routing transit number for your account. It isn't always the same as the number on your deposit slip. This will help ensure your payments are deducted correctly.

RETURNED ITEMS POLICY If an automatic deduction is unsuccessful due to account closure or insufficient funds, you will be charged a \$20.00 NSF fee and payment may need to be made via cash or money order unless other arrangements are made. Tuition is subject to late fees if unpaid 5 days after your ACH payment date.

AUTHORIZATION AGREEMENT FOR AUTOMATIC DEDUCTION OF TUITION

Choose one payment date: 3rd of each month 20th of each month

I/we, _____, hereby authorize Evergreen Christian School, a ministry of Evergreen Christian Community, to initiate withdrawal entries from my checking or savings account indicated below at the depository named below, ("Depository") and to withdraw funds from this account. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law.

Depository Checking Account Savings Account

Name _____ Branch _____

City _____ State _____ Zip _____

Routing Number _____ Account Number _____

This authorization is to remain in force until ECS/ECC has received written notification from me of its termination in such time and in such manner as to afford ECS/ECC and Depository a reasonable opportunity to act on it.

Total amounts to be deducted each month:

Tuition K-8th	\$ _____	_____ payments	(_____ through June)
Tuition Preschool	\$ _____	_____ payments	(_____ through May)
Monthly Total	\$ _____		

(Please call Shyla at 357-5590 x158 to verify the total owed each month.)

I authorize to have the "Monthly Total" indicated above deducted monthly, on the payment date I have selected above.

Account Holder's Name (Please Print)

Joint Account Holder's Name (Please Print)

Account Holder's Signature

Date

For Office Use Only Reviewed & Recorded by _____ ACH Setup by _____
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