



## OPTIONS ON METHOD OF PAYMENT

- Cash
- Check
- Automatically pay your tuition directly from your bank. Each bank is different; however, these are the basic steps.
  1. Sign online to your bank. You will have to have your online ID and password.
  2. Once on the site, you will see your accounts listed. On a tab in your bank website, you should see the word, "PAYMENTS" or "BILL PAY." Click this tab.
  3. If you have not already enrolled, you will need to go through this process. If you have already enrolled, you should see a tab that says something like, "SCHEDULE." Click this tab.
  4. Add a payee.  
Farmville First Steps Preschool, P.O. Box 3638, Auburn, AL 36831
  5. You will have several choices to make. You can put the amount you want to pay, how often you want to pay it, and when you want the payments to stop.  
REMEMBER! May is already paid so stop your payments when paying your April amount! Also, remember to make your payment schedule 10 days before it is due on the 1<sup>st</sup> of the month so it will be here on time and not accrue a late charge.  
  
This is a basic set up. Please check with your bank if you have any questions!
- Credit Card or Bank Draft on our website: [www.farmvillefirststeps.org](http://www.farmvillefirststeps.org)
  1. Click "PAY ONLINE."
  2. Fill in remaining form and submit. You can pay with your credit card or your bank account.