



**Language of Love Spanish Immersion LLC**  
14100 Valley View Road Eden Prairie, MN 55344  
**Phone:** (952)686-4573 **Fax:** (866)330-6122  
**Federal Tax ID:** 46-5223363

## Automatic Withdrawal Authorization Form

### Client Information

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Parent Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Parent Phone #: \_\_\_\_\_

Parent Email: \_\_\_\_\_

Do you want to receive automated receipts every time a payment is processed?      YES      NO

### Account Information

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Bank Name: \_\_\_\_\_

Account Type:     Checking                       Savings

Routing #: \_\_\_\_\_

Account #: \_\_\_\_\_

**NOTE: For authentication purposes, we also require a voided check or deposit slip. Please attach to this page.**

### Payment Schedule

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*I am authorizing Language of Love Spanish Immersion LLC to withdraw tuition according to the following schedule:*

**Start Date for Payments:** \_\_\_\_\_

**Weekly (payment for one week of tuition at a time)**      Tuition Amount \$ \_\_\_\_\_

**Every Other Week (payment for two weeks tuition at a time)** Tuition Amount \$ \_\_\_\_\_

\_\_\_\_\_  
**Account Holder Signature**

\_\_\_\_\_  
**Date**

### **Important Information about Automatic Withdrawal**

- **Payment Withdrawals.** Language of Love uses PaySimple to administer automatic payment withdrawals. Most of our customers experience the withdrawal on Mondays, but this can vary slightly by bank.
- **Changes.** Please notify Morgan Riley, Language of Love's Business Manager, at least one week in advance to make a change to your automatic withdrawal. Please email requests to: [morganlanguageoflove@gmail.com](mailto:morganlanguageoflove@gmail.com)
- **Late Pick-up Fees.** Please note that any charges for late pick-ups will be automatically charged to the account on file. The fee for late pick-up past the closing time of 6:00pm is \$1/minute. Fees will accrue until the time the parent and child exit the building.
- **Tuition Rate Changes.** When your child graduates to a new class (example: your infant moves into the toddler room) please message Morgan on Himama to ensure your tuition rate is updated, if applicable. While we do our best to keep track and update rates ourselves, a reminder from the parent is always appreciated.
- **Receipts and Other Financial Documentation Requests.** PaySimple offers automatic receipts via email. Some employer plans will accept the automatic PaySimple receipts, while others have more specific requirements. We are happy to prepare receipts and financial statements to meet your needs upon request. Please email requests to [morganlanguageoflove@gmail.com](mailto:morganlanguageoflove@gmail.com) and kindly allow 1-3 business days for processing.