

**AUTHORIZATION AGREEMENT FOR DIRECT PAYMENTS
(ACH DEBITS)**

I/we hereby authorize Genesis Christian Preschool to initiate debit entries to my/our checking account indicated below at the depository financial institution named below, hereafter called, DEPOSITORY, and to debit the same to such account. I/we acknowledge that the origination of ACH transactions to my/our account must comply with the provisions of US law.

Depository/Bank Name
Routing Number:
Account Number:

Other applicable fees can include but are not limited to registration, late pick-up, camp fees, etc.

Please attach a Voided Check or Form from your bank with routing and account number.

- April 15, 2025 - Registration Fee
- May 15, 2025 - September Tuition Draft
- September 15, 2025 - October Tuition Draft
- October 15, 2025 - November Tuition Draft
- November 17, 2025 - December Tuition Draft
- December 15, 2025 - January Tuition Draft
- January 15, 2026 - February Tuition Draft
- February 17, 2026 - March Tuition Draft
- March 16, 2026 - April Tuition Draft
- April 15, 2026 - May Tuition Draft

This authorization is to remain in full force for the current school year or effective until Genesis Christian Preschool has received written notification from me (or either of us) of its termination in such a time and in such a manner as to afford Genesis Christian Preschool and Depository a reasonable opportunity to act on it.

Print Name:

Signature:

Date:

GENESIS CHRISTIAN PRESCHOOL

EFT FAQ'S

Will this information be kept secure? *Yes, your authorization form will be kept in a locked cabinet in the preschool office.*

Who will have access to the information? *Office staff will be processing the information and entering it into the online banking service. Once it is entered, the information is password protected.*

If I withdraw from the preschool, will the draft stop? *If you withdraw your child you will need to provide written notification to us of your withdrawal 90 days in advance to allow the preschool and the Depository adequate time to stop the draft. The preschool withdrawal is on the 15th of every month.*

Who should I contact if I have a question? *Email the preschool at genesisdirector@gmail.com if you have any questions.*

What will the draft look like on my checking account? *It will be noted as a debit. It may say, ACH Debit Genesis UMC DBA or some abbreviation.*

What happens if there are insufficient funds on the draft date? *If funds are unavailable, The Bank will NOT attempt to draft again, and we will contact you. You must pay tuition with cash and a bank fee of \$40.00.*

Will there be an additional fee if the funds are not available on draft day? *You will need to check with your bank. They may charge you a fee for insufficient funds. If the bank is unable to collect tuition for the month, the preschool will assess a \$40.00 fee. In addition, cash for tuition will be required.*

If I have two children enrolled, do I need to fill out two draft authorizations? *No, one will be fine.*

How do I find my routing number? *Your routing number is the nine-digit number found at the far left of your check (on the bottom).*