

**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 \_\_\_\_\_ Branch \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Routing Number \_\_\_\_\_  
Account Number \_\_\_\_\_  
Amount to be debited \_\_\_\_\_ \$ Monthly Tuition and \* other applicable fees\*

- May 15<sup>th</sup> September and May Tuition Draft and \$30.00 Field Trip fee if not paid at time of registration \$10.00 Workbook fee for Fours and TK if not paid at time of registration
- September 15<sup>th</sup> October Tuition Draft
- October 15<sup>th</sup> November Tuition Draft
- November 15<sup>th</sup> December Tuition Draft
- December 15<sup>th</sup> January Tuition Draft
- January 15<sup>th</sup> February Tuition Draft
- February 15<sup>th</sup> March Tuition Draft
- March 15<sup>th</sup> April Tuition Draft

\*Other applicable fees\* can include yearly registration, yearly field trip, yearly workbook, late pick up, and lunch bunch.

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 time and in such manner as to afford Genesis Christian Preschool and Depository a reasonable opportunity to act on it.

Name(s) \_\_\_\_\_ Date \_\_\_\_\_  
(please print)

Signature(s) \_\_\_\_\_

**ATTACH VOIDED CHECK**

# 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 SunTrust 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 30 days in advance to allow the preschool and the Depository adequate time to stop the draft. The preschool withdrawal is on the 15<sup>th</sup> of every month.

### **Who should I contact if I have a question?**

Email the preschool at [preschool2@genesis-umc.org](mailto:preschool2@genesis-umc.org) 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 of that.

### **What happens if there are insufficient funds on the draft date?**

In the event that funds are not available, Sun Trust will NOT attempt to draft again, and we will contact you. You will need to pay tuition with cash and pay a bank fee of \$25.00.

### **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 SunTrust is unable to collect tuition for the month, the preschool will assess a \$25.00 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. Please include the total amount that you will be paying for both children on the authorization.

### **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).