

Option 1 for Monthly Tuition Payment (Option 2 is on the back)

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

City	State	Zip
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Routing Number:

Account Number:

Amount to be debited (Monthly Tuition and *other applicable fees) \$
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Other applicable fees can include registration, late pick up, camp fees and lunch bunch.

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

May 15, 2023 - September & May Tuition Draft
September 15, 2023 - October Tuition Draft
October 16, 2023 - November Tuition Draft
November 15, 2023 - December Tuition Draft
December 15, 2023 - January Tuition Draft
January 15, 2024 - February Tuition Draft
February 15, 2024 - March Tuition Draft
March 15, 2024 - April 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:	Date:
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Signature:

Option 2 for Monthly Tuition Payment (Option 1 is on the other side)

Paying Tuition by Check/Money Order

I understand by declining to pay tuition through ACH / EFT I am responsible for paying the monthly tuition by check or money order made payable to Genesis Preschool. I understand that there will not be a reminder of any kind that tuition payment is due. I understand that tuition payments need to be paid by the specified dates below. I understand that if I fail to pay tuition by the specified date I will be charged a \$40.00 late fee and will be required to pay that fee along with the tuition payment.

May 15, 2023 - September & May Tuition Due

September 15, 2023 - October Tuition Due

October 16, 2023 - November Tuition Due

November 15, 2023 - December Tuition Due

December 15, 2023 - January Tuition Due

January 15, 2024 - February Tuition Due

February 15, 2024 - March Tuition Due

March 15, 2024 - April Tuition Due

By signing this document I understand and agree to the above statement.

Print Name:	Date:
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Signature:

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 30 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 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, The Bank 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 \$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. 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).*