

12/4/23

Dear Linda's House Families,

At the start of the new year, we will be switching our tuition payment processing over to Procure. Using Procure for tuition payments gives you easy access to tax forms, invoices and quarterly statements within the App.

The first draw in the new system will be on 1/2/24. You will receive an invoice in your email the day prior to a tuition withdrawal. Depending on your tuition plan (monthly or weekly), we will set up regular withdrawals to correspond with your schedule. Monthly tuition withdrawals occur the first day of the month and weekly withdrawals occur each Tuesday. If the withdrawal date falls on a Bank Holiday, funds will be withdrawn the following business day.

Please take a moment to add your checking account information into the Procure app by Friday, **December 15th**. To add your banking info, please follow the steps below:

- Open the Procure App
- Tap the menu on the top left of the screen
- Tap "Make Payment"
- Enter your ACH account information

If you have any questions or concerns, please reach out.

Sincerely,
Alica Durand, Center Director

