ACH Authorization Form

Required - Please complete all 3 steps:

1) Fill out this form. If your account is a JOINT account, BOTH account holders must sign this form.
2) Attach a VOIDED check from the account you want to use to pay your child's tuition.
3) Turn in this completed form with your voided attached check to the Office or drop box in the entryway – Don't forget to make a copy for your records.

I/We hereby authorize Sunrise Montessori Preschools, Inc. to initiate debit entries to the bank account and authorize the bank institution to debit the amount indicated below. This authority is to remain in full force and effect until Sunrise Montessori Preschools, Inc. has received WRITTEN notification from me/us of its termination, until all amounts payable to Sunrise Montessori Preschools, Inc. have been received, AND in such a time as to afford Sunrise Montessori Preschools, Inc. a reasonable opportunity to act on my termination (I am aware that there is a two-week mandatory withdrawal policy in my enrollment contract that I signed). Sunrise Montessori Preschools, Inc. reserves the right to cancel my participation at any time. This form in no way changes any aspect of my contract and if for any reason Sunrise Montessori Preschools, Inc. is unable to obtain funds for my child's tuition payment, I understand that I am still liable for paying my child's tuition on time. Sunrise Montessori Preschools, Inc. will process my account for automatic deduction beginning the 1st or 2nd day of the FOLLOWING month.

Please tape or staple

VOIDED CHECK

here

_____ Check one: ___Checking ___Saving

Bank Institution or Credit Union Name

_____

Full Address of Institution

_____

Primary Account Holder's Name Signature Date

_____

Joint Account Holder's Name Signature Date

*****IMPORTANT: Child(ren)'s Name _____*****

Start Date for Tuition Withdrawal _____ (this is the 1st day of the FOLLOWING month)

Amount and Frequency – Fill in a $ amount for ONE blank below only:

$_____ will be deducted from my account **ONCE** a month on the 1st or 2nd of the month. If either of those days is not a regular business day, my payment will be processed the next business day.

$_____will be deducted from my account **TWICE** a month on the 1st and 16th of the month (for FULL DAY STUDENTS ONLY).
*For example, if Primary Full Day tuition is $770, you would write $385 in this blank.