



ACH Authorization Form

Instructions:

Fill out this form with your information (your signature is your confirmation that you understand and will abide by the terms of this ACH Authorization Form). **Attach a VOIDED check from the account you want to use to pay your tuition and/or fees OR write your routing and account numbers below.** 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.

Routing # (9 digits): _____

Account #: _____

Bank or Credit Union Name: _____

--OR--

Attach VOIDED check here

I/We hereby authorize Sunrise Montessori to initiate debit entries to my 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 has received WRITTEN notification from me/us of its termination, until all amounts payable to Sunrise Montessori have been received AND in such a time as to afford Sunrise Montessori a reasonable opportunity to act on my termination (I am aware that there is a two-week mandatory withdrawal policy in my Enrollment Agreement that the enrolled child's parent and/or guardian signed). Sunrise Montessori reserves the right to cancel my participation at any time. This form in no way changes any aspect of the Enrollment Agreement for the child named below and if for any reason Sunrise Montessori is unable to obtain funds for tuition and/or late fees, I understand that I am still liable for paying tuition on time. ACH withdrawals that are returned for insufficient funds or any other reason are subject to the \$25 bounce fee (see Enrollment Agreement) AND a \$25 late fee for EACH day it is late beyond the 3rd of the month. In this situation, a cashier's check, money order or cash will be required to keep your account current. Your ACH withdrawals may be revoked if it bounces more than twice per year.

Name of Account Holder

Account Holder's Signature

Date

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

Start Date for Tuition Withdrawal _____

Frequency – Check one:

___ Tuition will be deducted from my account **ONCE** a month on the 1st of the month. If the 1st is not a regular business day, my payment will be processed the next business day.

___ Tuition will be divided evenly and deducted from my account **TWICE** a month (on the 1st and 16th of the month). This option is for **FULL DAY STUDENTS ONLY**. If the 1st or 16th are not regular business days, my payment will be processed the next business day.