



# 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 bank routing and checking account numbers below.** Turn in this completed form to the Office – 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. In this situation, a cashier's check, money order or cash will be required to keep my account current and my child enrolled. My ACH payment option may be revoked if the transaction 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.