



Springs Community Church Preschool Springs Community Church Automatic Debit Authorization

With Automatic Debit, your tuition is automatically debited from your checking account. Your bank statement will reflect a clear description of the transaction. Automatic Debit is a convenient, reliable way to pay your child's tuition.

To enroll in the Automatic Debit Program, just complete the authorization form below.

1. Check the box indicating you want your tuition debited from your checking account.
2. Indicate the amount to be paid to Springs Community Church School.
3. Fill in your account information.
4. Sign and date the form.
5. **Attach a voided check** for verification of account number and bank.
6. Return the form to the preschool office. **If you wish to have October's tuition deducted automatically, this form must be turned into the Preschool office no later than October 5.**
(You may choose this option at any time during the school year).

After your account information has been verified and a pre-note has been processed, Automatic Debit will begin. The process normally requires two weeks prior to the first automatic debit.

Automatic Debit Authorization Form

Complete and return to the Preschool Office no later than October 5 in order to have October's tuition withdrawn automatically.

I authorize Springs Community Church and the Financial Institution named below to automatically debit my checking account on the first banking day of each month for the following amount: _____

Name of Financial Institution: _____

I would like the service to begin as of October 5, 2009. This authority will remain in effect until May 31, 2010. (This includes my authorization to reverse any entries made in error).

Name (print): _____

Address: _____

Phone number: _____ Child's name: _____

Session child attends: _____

Signature

Date