

# TUITION AUTO-PAY AUTHORIZATION

Good Shepherd Lutheran Preschool

504760296-41081



<b>FOR OFFICE USE ONLY</b>	<b>STUDENT #:</b>	<b>DATE:</b>
Effective date of authorization: ____/____/____ Name of student: _____		
Type of Authorization Form: <input type="checkbox"/> New Authorization <input type="checkbox"/> Change banking information <input type="checkbox"/> Change payment amount <input type="checkbox"/> Discontinue electronic payment <input type="checkbox"/> Change payment date		
Last Name		First Name
Address		
City		State      Zip
Email		
<b>TUITION PAYMENT PLAN</b> (please check one): <input type="checkbox"/> 10 Payment Plan (Sept. through June, on the 5 <sup>th</sup> of each month, ongoing payment) <input type="checkbox"/> Pay-In-Full – Annual Amount		
<b>Date of first payment:</b> ____/____/____ (Preschool ACH Registration)  <b>Date of First Ongoing Payment :</b> ____/____/____ <b>Date of Last Ongoing Payment:</b> ____/____/____	<b>Tuition Payment frequency:</b> <input type="checkbox"/> Monthly on the 5 <sup>th</sup> day of the month -- or -- <input type="checkbox"/> One-Time if PAID-IN-FULL amount (for PAID-IN-FULL, please enter payment date here: ____/____/____	<b>(Amount of PS ACH Registration Fee):</b> \$ ____  <b>Amount of ongoing Tuition payment:</b> \$ ____  <b>(Amount of one-time payment (if using PAID-IN-FULL option))</b> (\$ ____.)
<b>CHECKING / SAVINGS</b>	Please debit payment from my (check one): <input type="checkbox"/> Checking Account (staple a voided check below) <input type="checkbox"/> Savings Account (contact your financial institution for Routing #)	Routing Number: _____ <b>Valid Routing # must start with 0, 1, 2, or 3</b>  Account Number: _____ 
	I authorize the above organization to process debit entries to my account. I understand that this authority will remain in effect until I provide reasonable notification to terminate the authorization.  Authorized Signature: _____ Date: _____	

OFFICE USE:

Vanco Number:

Processing Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**If using a checking account, please attach a voided check at the bottom of this page.**