

Name on Account (Please Print)	Telephone #:
Address	
City	State
Zip	

Students Names:	Name	Name	Date
	Grade	Grade	
Name	Name	Name	
Grade	Grade	Grade	

Authorization Form

New Authorization
 Change Tuition Amount
 Change Financial Institution Account
 Change Payment Date
 Discontinue Electronic Payment

Tuition Payment Plan – Transferred on either the 10th, 20th, or 30th of each month. CIRCLE ONE: 10th 20th 30th

<input type="checkbox"/> 12 Month Plan (July through June)	Monthly Tuition Payment: \$ _____
<input type="checkbox"/> 9 Month Plan (July through March)	Tuition Payment Total for Year: \$ _____
<input type="checkbox"/> 4 Month Plan (July, October, January, April)	Tuition Payments to Begin on (date) _____
<input type="checkbox"/> 2 Month Plan (July and January)	

Please take my tuition payment directly from the account specified:

Checking Account (**attach a voided check**)
 Savings Account (**attach a savings deposit slip**)

Routing #: _____ Routing number must start with 0, 1, 2, or 3, is 9 digits long, and is located at bottom of check between these symbols □:□:	Account #: _____
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I authorize **Shakopee Area School** and **Vanco Services, LLC** to process debit entries to my account. I have attached a voided check or savings deposit slip. This authority will remain in effect until I give reasonable notification to terminate this authorization. I understand there will be a **\$25.00** NSF fee automatically charged to my account for any insufficient funds (NSF)/closed account transactions. I understand any insufficient funds (NSF) transactions will be automatically reattempted in 10 days.

Authorized signature on my account: _____ Date: _____

A voided check (checking account) or savings deposit slip (savings account) is required.

Direct Answers To Questions About Electronic Payment

<p>Q. What is electronic payment? A. Electronic payment is <i>automatic</i> bill payment whereby your payment is deducted automatically from your checking or savings account</p> <p>Q. What is the advantage of electronic payment? A. It saves time! It saves work! It simplifies your life! You can avoid the hassle of writing and mailing checks!</p> <p>Q. How can you transfer money from my account? A. Only with your authorization.</p>	<p>Q. When is the electronic payment transferred from my account? A. On its due date. You never have to worry about forgetting a payment or mailing it on time.</p> <p>Q. If I do not write checks, how do I keep my checkbook balance straight? A. Since your payment is made at a pre-established time, you simply record it in your check register on the appropriate date.</p> <p>Q. Without a canceled check, how can I prove I made my payment? A. Your bank statement gives you an itemized list of electronic payments. It is your proof of payment</p>	<p>Q. Is electronic payment risky? A. Electronic payment is less risky than check payment; it cannot be lost, stolen or destroyed in the mail. It has an extremely high rate of accuracy.</p> <p>Q. What if I change bank accounts? A. Notify us and we will give you a new authorization form to complete.</p> <p>Q. How much does electronic payment cost? A. It costs you nothing. Plus you save the cost of stamps, checks and envelopes.</p> <p>TWO WEEKS NOTICE IS REQUIRED TO MAKE ANY CHANGES TO YOUR AUTOMATIC PAYMENTS.</p>
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