

## Dear Loving Hands Families:

Loving Hands offers our families the option of Automatic Funds Transfer for tuition payment. Automatic Funds Transfer (AFT) is a simple and reliable way to ensure your tuition payment is received on time each month, with the deduction coming directly from your checking or savings account.

#### Benefits for You

- This is a free service offered by your bank.
- Transactions are both rapid and secure.
- No need to worry about lost or stolen checks.
- Tuition is paid on time every month.

#### Benefits for Loving Hands Preschool

- The preschool can count on your timely payment.
- Less paperwork for the preschool to handle.

#### How do you sign up?

- Decide which bank account you want to use.
- Complete the Authorization Agreement Form. Be sure to sign and date in the area provided.
- Return the Authorization Form to the preschool office with a voided check (for a checking account) or a deposit slip (for a savings account).

### How will Loving Hands respond?

- Loving Hands will make the necessary arrangements with your bank to begin the transactions.
- Transfers will begin on the 16<sup>th</sup> of the month following receipt of the Authorization Form and continue until the last payment is due on April 16.
- Overdrafts will result in NSF fee (determined by your bank) plus the ACH return item charge.

### How do you make a change?

- If you desire to discontinue the AFT service, you must cancel the agreement by notifying the preschool in writing. Changes may take up to two weeks to take effect. Otherwise, the AFT will end April 16 and you must submit a new Authorization Form to reenroll for the following school year.
- If at any time you wish to stop a single transaction, please speak with Brittney Hurley in the main church office to arrange a one-time cancellation at least five days prior to the effective date of the scheduled transfer.

Thank you for your consideration. If you have any questions, please call the office at 330-896-1936 and speak to Brittney Hurley, or send an email to Bhurley119@gmail.com.

God's Blessings, Loving Hands Preschool

# Authorization Monthly Tuition Payment Plan

Loving Hands Preschool 2161 Greensburg Rd N. Canton, OH 44720



PARENT NAME(S) – PLEASE PRINT			STUDENT NAME		
MAILING ADDRESS			,		
CITY	STATE	ZIP	COUNTY		
TELEPHONE NUMBER	EMAIL ADDRESS:				
AMOUNT TO BE DEDUCTED EVERY MONTH: P  ☐ \$150 ☐ \$175 ☐ \$200 ☐ \$400	PLEASE INCLUDE ENRICHMENT PAYMENTS EVERY MONTH(BEGINNING SEPTEMBER 16 THROUGH MARCH 16)  (2 DAYS PER WEEK) \$75 (4 DAYS PER WEEK) \$140				
AUTOMATIC FUNDS TRANSFER AUTHORIZATION					
I have selected the monthly payment option, and I hereby authorize Loving Hands Preschool to initiate funds transfer from the bank or depository financial institution account indicated below. I authorize my financial institution to honor these transfers.					
Financial Institution or Bank Name:					
Account Holder's Name (please print):					
		ity, State, ZIP Account Number:			
City, State, ZIP	А	ccount Number:			
City, State, ZIP  Bank Routing Number*		ccount Number:	□ Savings		
-		Checking	□ Savings		
Bank Routing Number*		Checking	□ Savings		
*9-digit number at bottom of check (for checking  Additional Terms and Conditions:  • Funds are to be transferred on the	account) or deposit slip (for s  16 <sup>th</sup> business day of each n  uest a live check or cash fo	Checking  avings account).  month, or as soon the or the initial tuition p I ending April 16.	ereafter as practical, paying for the ayment due August 16, and then funds		
*9-digit number at bottom of check (for checking)  Additional Terms and Conditions:  • Funds are to be transferred on the following month's tuition. We required will be electronically transferred be:  • If the automatic withdraw date falls: • I understand that this Automatic Funds Preschool receives notice from Funds Transfer, this notice must be:	account) or deposit slip (for s  16 <sup>th</sup> business day of each n  uest a live check or cash for signining September 16 and so on a weekend or holiday, ands Transfer (AFT) will renorm me that it should be can submitted at least 14 days	checking avings account).  month, or as soon the or the initial tuition p ending April 16. your deduction will main in effect for the oncelled. To ensure p s prior to my next sch	ereafter as practical, paying for the ayment due August 16, and then funds		
*9-digit number at bottom of check (for checking)  Additional Terms and Conditions:  • Funds are to be transferred on the following month's tuition. We require will be electronically transferred be:  • If the automatic withdraw date falls: • I understand that this Automatic Funds Preschool receives notice from Funds Transfer, this notice must be payment of a specific transfer from date.	account) or deposit slip (for s	checking avings account).  month, or as soon the or the initial tuition p ending April 16. your deduction will main in effect for the nacelled. To ensure p s prior to my next schestitution at least five	ereafter as practical, paying for the ayment due August 16, and then funds be taken on the next business day. duration of the school year unless Loving rompt cancellation of my Automatic neduled transfer. I have the right to stop days before the next scheduled withdraw posit slip (for savings account)		
*9-digit number at bottom of check (for checking)  Additional Terms and Conditions:  • Funds are to be transferred on the following month's tuition. We require will be electronically transferred be:  • If the automatic withdraw date falls: • I understand that this Automatic Funds Preschool receives notice from Funds Transfer, this notice must be payment of a specific transfer from date.	account) or deposit slip (for s  16 <sup>th</sup> business day of each r  uest a live check or cash for seginning September 16 and so on a weekend or holiday, ands Transfer (AFT) will renorm me that it should be can submitted at least 14 days my depository financial in the check (for checking a from the account	checking avings account).  month, or as soon the or the initial tuition plending April 16. your deduction will main in effect for the neelled. To ensure please prior to my next schedition at least five account) or a department of the property of the prop	ereafter as practical, paying for the ayment due August 16, and then funds be taken on the next business day. duration of the school year unless Loving rompt cancellation of my Automatic neduled transfer. I have the right to stop days before the next scheduled withdraw posit slip (for savings account)		

# BEFORE RETURNING TO THE PRESCHOOL OFFICE, PLEASE BE SURE THAT YOU:

- 1. Attach a deposit slip from your savings account or a voided check from your checking account.
- 2. Check with your bank to ensure they will accept automatic withdraws.
- 3. Keep a copy of this form for your files and return the original.