



Automated Payment Processing Safe – Convenient – Easy

We are excited to offer the safety, convenience and ease of Tuition Express®—a payment processing system that allows secure, on-time tuition and fee payments to be made from either your bank account or credit card.

ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR **BANK ACCOUNT** and **CREDIT CARD**

I (we) hereby authorize (business name) **The Children's Tree Montessori School INC** to initiate credit card charges to the below-referenced credit card account (**Section A**) OR, initiate debit entries to my (our) checking or savings account, indicated below (**Section B**). In registering your child (ren) at The Children's Tree Montessori School you are committing your family to a full years tuition as indicated in your contract and parent handbook. As a courtesy, CTMS allows payments to be made in full, quarterly, monthly and weekly. When choosing a payment plan, this does not relinquish you for your commitment to the entire school years tuition. To properly affect the cancellation of this agreement, I (we) are required to give a 90 day written notice. Credit union members: please contact your credit union to verify account and routing numbers for automatic payments. CTMS will accept Visa, Master Card, Discover, and American Express Credit and Debit cards.

COMPLETE ONE SECTION ONLY

SECTION A (Credit Card)

Cardholder Name

Phone #

Cardholder Address

City

State

Zip

Account Number

Expiration Date

Cardholder Signature

Date

SECTION B (Bank Account)

Your Name

Phone #

Address

City

State

Zip

Bank or Credit Union Name

Bank or Credit Union Address

City

State

Zip

Routing Transit Number (see sample below)

Account Number (see sample below)

☐ Checking

☐ Savings

Authorized Signature

Date

For Official Use Only

Date Received

Employee Signature

John Sample Mary Sample 123 Nice Street Anytown, USA		BANK OF THE WEST 555-555-5555		00226
Pay to the order of:		Attach Voided Check Here		
		Deposit slips not accepted		
		Dollars		
123456789	1800330	0226		
Routing Number	Account Number	Check Number		

A service of

