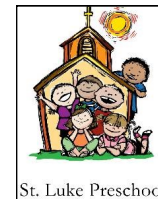


## St. Luke Preschool Automatic Tuition Payment Authorization



New Transaction

Change of Information

Name (of child attending St. Luke Preschool) \_\_\_\_\_

Name (of person responsible for payment of tuition) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

(This is so we can confirm to you that your account has been set up for automatic tuition payments)

Amount per month: \_\_\_\_\_

First Payment Due Date to be Debited: \_\_\_\_\_

Final Payment Due Date to be Debited: \_\_\_\_\_

Pursuant to the terms of the above Agreement between St. Luke Preschool and the parent/guardian/person responsible for tuition payment of child attending St. Luke Preschool, the above named person hereby authorizes St. Luke Preschool to charge the above named person's bank account on the first day of each month as specified above for the amounts then due for tuition payment under the above referenced Agreement. St. Luke Preschool may initiate such charges until all amounts due under the Agreement are paid in full or until alternate arrangements have been agreed upon, including written notice revoking this authorization. The above named person understands that this authorization and the services undertaken by St. Luke Preschool in no way alters or lessens his/her obligations under the Agreement including those provisions regarding the amount of tuition payments, when payments are due, the application of payments, the assessment of late charges or the determination of delinquencies.

To initiate the automatic payments from a checking account, please attach a voided bank check (not a deposit slip) and complete the section below.

**Financial Institution** \_\_\_\_\_

**Transit Routing No.** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Account No.** \_\_\_\_\_

This is a checking account.

The parent/guardian of child attending St. Luke Preschool has the right to stop payment of any debit entry by advance written notice to St. Luke Preschool. Cancellation requests must be received at least 10 days prior to the next debit date. The above named person authorizes Financial Institution to accept and charge any debit entries initiated by St. Luke Preschool to the above named person's account. St. Luke Preschool has the right to re-initiate a debit entry if the first one in any given month was unsuccessful whether due to insufficient funds or bank error. The above named person agrees that St. Luke Preschool may impose and collect a service charge of \$25 for any entry that is returned due to insufficient funds or as a result of the closure of the above named person's account. This fee will be in addition to any applicable late fee.

Authorized Account Holder:

Print Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**PLEASE NOTE:** Your debit entry will be reflected on your statement as a payment to **St. Luke Lutheran Church and Preschool.** Remember to attach your **voided check** as indicated above.

### Instructions:

1. Complete the form.
2. Please either return it to the school office, mail or fax the completed form along with a copy of a voided check for the account to be debited to:

By Fax: 631-462-6496

By Mail:  
St. Luke Preschool  
20 Candlewood Path  
Dix Hills, NY 11746