

Garrett Christian Academy ACH Authorization

I (we) authorize _____ to electronically debit my (our) account.
(SCHOOL NAME)

(And, if necessary, electronically credit my (our) account to correct erroneous debits¹) as follows:

☐ Checking Account/☐ Savings Account (select one) at the depository financial institution named below. I (we) agree that ACH transactions I (we) authorize comply with all applicable law.

Bank Name: _____

Routing Number: _____ Account Number: _____

Start Date: _____ Authorization Period: 1 Year

Amount of debit(s) or method of determining amount of debit(s) [or specific range of acceptable dollar amounts authorized] per transaction:

Tuition Payments
Before/After Care Payments
Activity Fees (field trips, etc)
All Other Misc.

Please note:

Tuition payments and before/after care payments will be debited during the first ten days of each month unless otherwise noted. We are unable to make custom schedules at this time.

I (we) understand that this authorization will remain in full force and effect until I (we) notify Garrett Christian Academy in writing that I (we) wish to revoke this authorization. I (we) understand that COMPANY requires at least 14 days prior notice in order to cancel this authorization.²

Name(s) _____
(Please Print)

Date _____ Signature(s) _____

FOR SCHOOL USE ONLY

Note: Signed authorization must be retained for a period of two years following the termination of revocation of the authorization.

¹ The NACHA Operating Rules do not require the consumer's express authorization to initiate Reversing Entries to correct erroneous transactions. However, Originators should consider obtaining express authorization of debits or credits to correct errors.

² Written debit authorizations must provide that the Receiver may revoke the authorization only by notifying the Originator in the time and manner stated in the authorization. The reference to notification should be filled with a statement of the time and manner that notification must be given in order to provide company a reasonable opportunity to act on it (e.g., "In writing by mail to _____ (contact & address) that is received at least three (3) days prior to the proposed effective date of the termination of authorization").

Garrett Christian Academy

WHAT IS ACH GIVING?

ACH stands for the Automated Clearing House. This is a nationwide network system used for electronic transfer of funds from one financial institution to another. This is an automatic program which allows you to make contributions without writing checks.

HOW DOES THIS WORK?

After the ACH form is completed and turned in to the school, the school will initiate the electronic funds transfer from the giver's account into the schools account.

Please remember to record these automatic transactions in your check register.

WHAT IF I CHANGE BANK ACCOUNTS?

Notify us and we will give you a new authorization form to complete.

WHAT IF I WANT TO DISCONTINUE ACH GIVING?

You can notify us in writing at any time to cancel your authorization. Please allow 14 days before you want to cancel the authorization.

HOW DO I SIGN UP?

To take advantage of the ACH giving service, please complete, sign, and return the ACH Debit Authorization Form to Erin Younkin. Please include a copy of a voided check or deposit slip.

SAMPLE CHECK

Joe Smith
1234 Anystreet Court
Anycity, AA 12345 1234

Pay to the order of _____

_____ Dollars

Bank Anywhere

⑆ 123456789 ⑆ 123456789123 ⑆ 1234

Routing Number Account Number Check Number