

2017/2018 BANK DRAFT AUTHORIZATION TUITION ONLY

****Bank draft does not change month to month****
****New authorization form must be completed each school year****

Listed below are the guidelines that apply to those using the monthly Automated Bank Draft payment plan:

1. Preauthorized bank draft must be used.
2. SCS will deposit your draft on the exact date you select unless that date falls on a holiday, a weekend, or the business office is closed due to inclement weather. In these cases, your draft will be deposited on the next business day following your payment date.
3. Please attach a blank voided check from your account to this form. Please do not attach a deposit slip.
4. Any changes to your bank draft must be received in writing at least 5 days prior to the date of the draft. If a draft is returned due to insufficient funds or closed accounts, your account will be charged a return check fee.

****A NEW AUTHORIZATION MUST BE COMPLETED FOR EACH SCHOOL YEAR****

PLEASE COMPLETE THE BELOW INFORMATION:

Payment Schedule: _____ 10 Month (Aug – May) or _____ 12 Month (June – May)

Monthly Draft Date: _____ 5th of each month or _____ 15th of each month

Monthly Draft Amount: \$ _____

Student's Name(s): _____

Bank or Institution: _____ Routing No.: _____

Name on Account: _____ Account No.: _____

Signature of Account Holder: _____ Date Signed: _____

Email completed forms to christyl@crosschurch.com or mail to the address below:

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