



## DIRECT DEBIT TUITION PAYMENT AGREEMENT

Tuition payments will be divided into nine equal payments with the first payment due at registration. Payments will be debited on September 13, October 13, November 13, December 13, 2017, January 12, February 13, March 13 and April 13, 2018.

Electronic fund transfers that are denied due to insufficient funds will be charged a \$15.00 service fee by the Buffalo Grove Park District. If a payment is returned for insufficient funds, payment must then be resubmitted with the \$15.00 service fee in the form of cash, money order, credit card, check or cashier's check. If a parent/guardian is delinquent on a child's account, and does not submit payment within one week of the delinquency, the child will be removed from the program.

If you wish to change the form of payment from automatic withdrawal to credit card withdrawal, or to another account, you must notify the Buffalo Grove Park District office: Attention Robin Racusen in writing (forms are available at the Park District and on line at [www.bgparkdistrict.org](http://www.bgparkdistrict.org)) five business days prior to the posting. There will be a \$5.00 fee charged for each change.

**PLEASE NOTE- Your first payment MUST be paid for with a check or credit card.**

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### *DIRECT DEBIT INFORMATION- PLEASE ATTACH A VOIDED BLANK CHECK*

Child's name: \_\_\_\_\_ Home Phone #: \_\_\_\_\_

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

Amount of Each Payment \$ \_\_\_\_\_ I would like payment withdrawn from  Checking  Savings

Bank Name: \_\_\_\_\_ Bank Phone #: \_\_\_\_\_

Name(s) on Account: \_\_\_\_\_

Bank Account Number: \_\_\_\_\_

Bank Transit ABA (routing number): \_\_\_\_\_

I (we) authorize the Buffalo Grove Park District to initiate debits entries to my (our) checking/savings account indicated above and the bank named above, hereinafter called "Institution", to debit the same such account. I (we) further authorize the Buffalo Grove Park District to initiate credits to my (our) account to correct any errors and "Institution" to initiate any such corrections to my (our) account. This authority is to remain in full force and effect until the Buffalo Grove Park District and "Institution" has received written notification from me (or either of us) of its termination in such time and in such manner as to afford the Buffalo Grove Park District and "Institution" a reasonable opportunity to act on it prior to withdrawing or depositing to the account. I (we) give permission to the Buffalo Grove Park District to debit the above amount from the account previously indicated on September 13, October 13, November 13, December 13, 2017, January 12, February 13, March 13 and April 13, 2018.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### *OFFICE USE ONLY*

Payment #1 \_\_\_\_\_ #2 \_\_\_\_\_ #3 \_\_\_\_\_ #4 \_\_\_\_\_ #5 \_\_\_\_\_ #6 \_\_\_\_\_ #7 \_\_\_\_\_ #8 \_\_\_\_\_ #9 \_\_\_\_\_