



# Automatic Withdrawal Contract

Rockford Lutheran School

*"Igniting Minds and Souls"*

July 1, 2019 - June 30, 2020

Effective July 1, 2019. I authorize Rockford Lutheran School, through it's bank, to establish automatic payments from my bank account as identified in Section 2 of this agreement. These payments are in accordance with the terms specified in Section 3.

**I understand that if money isn't available in my account on the day of payment withdrawal, an NSF fee of \$30.00 will automatically be assessed to my tuition account.**

This contract will remain in effect until June 30, 2020 or until RLS is notified by payor in writing to cancel it.

## Section 1: Personal Information - Must Be Completed

Payor Name \_\_\_\_\_

Payor Address \_\_\_\_\_

City/State/ZIP \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Student Name \_\_\_\_\_ School \_\_\_\_\_ Grade \_\_\_\_\_

Student Name \_\_\_\_\_ School \_\_\_\_\_ Grade \_\_\_\_\_

Student Name \_\_\_\_\_ School \_\_\_\_\_ Grade \_\_\_\_\_

## Section 2: Bank Information – All Participants Must Complete This Section

Bank Name \_\_\_\_\_

Type of Account (select one)  Checking Account or  Savings Account

Account Number \_\_\_\_\_

Routing Number \_\_\_\_\_

- **Please attach a voided check** for payments that will be deducted from a checking account.
- **If using a savings account**, the routing number must be written in the space provided - a deposit slip is not acceptable  
**Note:** For savings accounts, please check with your bank to be certain that automatic payments can be withdrawn.

## Section 3: Automatic Withdrawal - Must Be Completed

- **Please indicate your tuition payment plan.**
- Payments can be withdrawn on the 1<sup>st</sup> or 15<sup>th</sup> of the month. Please check the appropriate date.
  - Annual amount on  8/1/19 or  8/15/19
  - Semester amount  on 8/1/19 and  1/1/20 or 8/15/19 and 1/15/20
  - Monthly amount on the  1<sup>st</sup> or  the 15<sup>th</sup> of each month
  - Special arrangement: \_\_\_\_\_ confirm with business office.

**Check here if additional charges may be withdrawn as incurred. These include such charges as graduation & freshman retreat fees, online course fees, book fines, etc.**

**Signature Required**

Payor Signature \_\_\_\_\_ Date \_\_\_\_\_