

**Authorization to Honor Withdrawals made by
ST MARY'S SCHOOL OF SYCAMORE**

I (we) hereby authorize the St. Mary Church, hereinafter called COMPANY, to initiate debit entries to my (our) account indicated below and First Midwest Bank, hereinafter called FINANCIAL INSTITUTION, to debit the same to such account. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law.

_____		_____
(Financial Institution Name)		(Branch)

(Address)	(City/State)	(Zip)
_____		Type of Acct. ___Checking ___Savings
(Routing Number)	(Account Number)	
Amount to be withdrawn on _____ 3 rd of each month		_____ 18 th of each month

This authority is to remain in full force and effect until COMPANY has received written notification from me (or either of us) of its termination in such time and manner as to afford COMPANY and FINANCIAL INSTITUTION a reasonable opportunity to act on it.

_____	_____
(Print Individual Name)	(Signature)
_____	_____
(Print Individual Name)	(Other Signature)
_____	_____
(E-Mail Address)	(Date)

PLEASE ATTACH COPY OF VOIDED CHECK TO THIS FORM

**All deductions will be effective starting: July 1st, 2016 and will end April 30, 2017. Mail completed form by June 14th to:
St. Mary's Catholic Church
Attn: Bookkeeper
322 Waterman Street
Sycamore, IL 60178**

ACH Guidelines on reverse, please sign below indicating you have read the guideline and agree to them.

Signature _____ Date _____

● **See Reverse for Financial Worksheet**

Office Use Only

Family Name: _____

PreSchool: Total Amount _____

Withdrawal: _____ 3rd of the Month _____ 18th of the Month

Withdrawal Amount per Month: _____

Financial Worksheet

Total Pre-School Tuition _____

Total Afternoon Enrichment _____

Total Financial Commitment _____

ACH Guidelines

Authorization form is due by June 14th to begin deductions in July with 10 equal payments. If form is received after June 14th, deduction will begin in August and the amount pledged will be divided by 9 months. If form is received after July 1st, deduction will begin in September and amount pledged will be divided by 8 months, and so on.

If a **correction or an adjustment** needs to be made to your ACH, after the beginning of the withdrawals, the office needs to be notified two weeks prior to the account being debited. For example, if you set up for an 18th of the month withdraw, the office need to be notified by the 4th. If the office is notified with less than two weeks' notice, we cannot guarantee that corrections or adjustment will be made.

If after your ACH has been processed, we receive notice that your account has been **Closed** or has **Insufficient Funds**, you will need to make that payment directly to St. Mary School. Payment should be received by the Bookkeeper.