

**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Amount to be withdrawn on _____ 3 <sup>rd</sup> of each month		_____ 18 <sup>th</sup> 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 1<sup>st</sup>, 2016 and will end April 30, 2017. Mail completed form by June 14<sup>th</sup> 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:** \_\_\_\_\_

**School:** Total Amount Pledged \_\_\_\_\_

Withdrawal: \_\_\_\_\_ 3<sup>rd</sup> of the Month \_\_\_\_\_ 18<sup>th</sup> of the Month

Withdrawal Amount per Month: \_\_\_\_\_

**PreSchool:** Total Amount Pledged \_\_\_\_\_

Withdrawal: \_\_\_\_\_ 3<sup>rd</sup> of the Month \_\_\_\_\_ 18<sup>th</sup> of the Month

Withdrawal Amount per Month: \_\_\_\_\_

## Financial Worksheet

Total Amount Pledged	_____
Book Fee (\$100 per student)	_____
Milk Fee (\$20 per student)	_____
Fundraising Fee (\$50 per family)	\$ 50.00
Playground Fee (\$50 per family)	\$ 50.00
<b>Total Financial Commitment</b>	_____

## ACH Guidelines

**Authorization form is due by June 14<sup>th</sup>** to begin deductions in July with 10 equal payments. If form is received after June 14<sup>th</sup>, deduction will begin in August and the amount pledged will be divided by 9 months. If form is received after July 1<sup>st</sup>, 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 18<sup>th</sup> of the month withdraw, the office need to be notified by the 4<sup>th</sup>. 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.