

Loving Hands Preschool  
PO Box 155  
2161 Greensburg Road  
Green, Ohio 44232



Dear Loving Hands Families:

Loving Hands offers our families the option of Automatic Funds Transfer for tuition payment. Automatic Funds Transfer (AFT) is a simple and reliable way to ensure your tuition payment is received on time each month, with the deduction coming directly from your checking or savings account.

*Benefits for You*

- ❖ This is a free service offered by your bank.
- ❖ Transactions are both rapid and secure.
- ❖ No need to worry about lost or stolen checks.
- ❖ Tuition is paid on time every month.

*Benefits for Loving Hands Preschool*

- ❖ The preschool can count on your timely payment.
- ❖ Less paperwork for the preschool to handle.

*How do you sign up?*

- ❖ Decide which bank account you want to use.
- ❖ Complete the Authorization Agreement Form. Be sure to sign and date in the area provided.
- ❖ Return the Authorization Form to the preschool office with a voided check (for a checking account) or a deposit slip (for a savings account).

*How will Loving Hands respond?*

- ❖ Loving Hands will make the necessary arrangements with your bank to begin the transactions.
- ❖ Transfers will begin on the 16<sup>th</sup> of the month following receipt of the Authorization Form and continue until the last payment is due on April 16.
- ❖ Overdrafts will result in NSF fee (determined by your bank) plus the ACH return item charge.

*How do you make a change?*

- ❖ If you desire to discontinue the AFT service, you must cancel the agreement by notifying the preschool in writing. Changes may take up to two weeks to take effect. Otherwise, the AFT will end April 16 and you must submit a new Authorization Form to reenroll for the following school year.
- ❖ If at any time you wish to stop a single transaction, please speak with Brittney Hurley in the main church office to arrange a one-time cancellation at least five days prior to the effective date of the scheduled transfer.

Thank you for your consideration. If you have any questions, please call the office at 330-896-1936 and speak to Brittney Hurley, or send an email to [Bhurley119@gmail.com](mailto:Bhurley119@gmail.com).

God's Blessings,  
Loving Hands Preschool

# Automatic Funds Transfer Authorization Monthly Tuition Payment Plan

Loving Hands Preschool  
PO Box 155  
2161 Greensburg Road  
Green, Ohio 44232



PARENT NAME(S) – PLEASE PRINT			STUDENT NAME	
MAILING ADDRESS				
CITY		STATE	ZIP	COUNTY
TELEPHONE NUMBER		EMAIL ADDRESS:		
AMOUNT TO BE DEDUCTED EVERY MONTH:		PLEASE INCLUDE ENRICHMENT PAYMENTS (BEGINNING SEPTEMBER 16 THROUGH MARCH 16)		
<input type="checkbox"/> \$125 <input type="checkbox"/> \$145 <input type="checkbox"/> \$170 <input type="checkbox"/> \$340		<input type="checkbox"/> \$65 PER MONTH (2 DAYS PER WEEK) <input type="checkbox"/> \$90 PER MONTH (4 DAYS PER WEEK)		

## AUTOMATIC FUNDS TRANSFER AUTHORIZATION

I have selected the monthly payment option, and I hereby authorize Loving Hands Preschool to initiate funds transfer from the bank or depository financial institution account indicated below. I authorize my financial institution to honor these transfers.	
Financial Institution or Bank Name:	
Account Holder's Name (please print):	
City, State, ZIP	Account Number:
Bank Routing Number*	<input type="checkbox"/> Checking <input type="checkbox"/> Savings
<small>*9-digit number at bottom of check (for checking account) or deposit slip (for savings account).</small>	
Additional Terms and Conditions:	
<ul style="list-style-type: none"><li>Funds are to be transferred on the 16<sup>th</sup> business day of each month, or as soon thereafter as practical, paying for the following month's tuition. <b>We request a live check or cash for the initial tuition payment due August 16</b>, then funds will be electronically transferred beginning September 16 and ending April 16.</li><li>If the automatic withdraw date falls on a weekend or holiday, your deduction will be taken on the next business day.</li><li>I understand that this Automatic Funds Transfer (AFT) will remain in effect for the duration of the school year unless Loving Hands Preschool receives notice from me that it should be cancelled. To ensure prompt cancellation of my Automatic Funds Transfer, this notice must be submitted at least 14 days prior to my next scheduled transfer. I have the right to stop payment of a specific transfer from my depository financial institution at least five days before the next scheduled withdraw date.</li></ul>	
<b><i>Please enclose a voided check (for checking account) or a deposit slip (for savings account) from the account TO BE DEDUCTED.</i></b>	
Account Holder's Signature: X _____ Date (MM/DD/YYYY): _____	

BEFORE RETURNING TO THE PRESCHOOL OFFICE, PLEASE BE SURE THAT YOU:

1. Attach a deposit slip from your savings account or a voided check from your checking account.
2. Check with your bank to ensure they will accept automatic withdraws.
3. Keep a copy of this form for your files and return the original.