



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 16th 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 BillingAdmin@loving-hands.org.

God's Blessings,
Loving Hands Preschool

