

# Northshore Christian Academy 2011-2012 Automated Clearing House Authorization (ACH)



A Ministry of Northshore Christian Church  
5700-23<sup>rd</sup> Drive West ~ Everett ~ WA ~ 98203  
Phone: (425) 407-1119 Fax: (425) 322-2386

Dear Parents,

We are providing you the opportunity to pay your tuition through an Automated Clearing House (ACH). If you select this option, your tuition is automatically deducted from your checking account. Only tuition is deducted from your account. Other fees/charges (i.e. Extended Care Program, Material Fees etc.) are not included in this deduction. You will receive a billing statement for all charges other than tuition. All charges and fees other than tuition will be billed monthly and are due by cash or check the first Business Day of each month following the month the charges are incurred. There is a \$35 late fee or NSF fee for late or NSF payments. Please allow for five business days to make any changes to an upcoming withdrawal (i.e. cancellation or change of bank account).

## To activate this option:

- In the "Tuition Billing Options" section of your Enrollment Contract, select by initialing either Option 3 (Quarterly deduction) or Option 4 (Monthly deduction).
- Complete and sign this ACH Authorization form.
- Attach to this form a voided check from the bank account you would like your tuition to be deducted from.
- Submit this completed form to the NCA Administrative Office along with your Enrollment Contract at the time of registration.

If you have any questions about the ACH option, please contact our Accounting Department at (425) 322-2330.

## Authorization Agreement for ACH Debits by Electronic Transfer

Company Name: **Northshore Christian Academy**

IRS Tax ID: **91-1515354**

Depository (Bank/Financial Institution)

Name of Bank \_\_\_\_\_ Branch \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Routing Number \_\_\_\_\_ Account No. \_\_\_\_\_

I authorize Northshore Christian Academy, hereinafter called Company, to initiate debit entries designated below to my (our) checking account at the depository named above, hereinafter called Depository, to debit the same to such account. **I have attached a voided check to this form.** The authorization 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 in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.

\_\_\_\_\_ I have selected Option 3 on the NCA Enrollment Contract. I choose **Quarterly** Automated Tuition Payment (ACH) authorizing tuition to be withdrawn from my/our account on the first Business Day of each Academic Quarter (Aug., Nov., Feb., May). The amount that will be deducted is:

\$ \_\_\_\_\_

\_\_\_\_\_ I have selected Option 4 on the NCA Enrollment Contract. I choose **Monthly** Automated Tuition Payment (ACH) authorizing tuition to be withdrawn from my/our account on the first Business Day of each calendar month beginning in August. This means the first monthly payment will be due on the first Business Day of the month in which the Quarter begins. Four academic quarters equal 11 monthly payments. The amount that will be deducted is:

\$ \_\_\_\_\_

Print Family Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Phone \_\_\_\_\_

List Student(s) First & Last Name(s): \_\_\_\_\_

*For NCA Office Use:*