



## **Questions & Answers about Electronic Tuition Payments at St. Helen's**

**Q. What is electronic payment?**

A. Electronic payment is an automatic transfer program that allows you to make payments from your bank account to St. Helen's without writing checks.

**Q. When will it start?**

A. You can enroll now or any time in the future.

**Q. What are the advantages of electronic payment?**

A. It saves you time! It saves you postage! You don't have to worry if your payment was credited to the correct account! It simplifies your life! You also help St. Helen's stabilize its budget and save money.

**Q. I don't feel comfortable giving my information. How is it protected?**

A. All information is kept confidential. Once turned into the office, it will be retained in locked file cabinets and in a password protected database.

**Q. How is my electronic payment automatically deducted from my account?**

A. Once you authorize the transfer, your specific payment is electronically transferred directly from your checking or savings account to St. Helen's account.

**Q. When will my payment be deducted from my account?**

A. Your payment will be deducted from your account the 1st of the month on the dates you specify, based on the payment plan you select.

**Q. If I don't write checks, how do I keep my checkbook balance straight?**

A. Since your payment is made at a pre-established time, you simply record it in your check register on the appropriate date.

**Q. Without a cancelled check, how can I prove I made my tuition payment?**

A. Your bank statement gives you an itemized list of electronic transfers. It is proof of payment.

**Q. How much does electronic payment cost?**

A. It costs you nothing and saves you time.

**Q. What if I change bank accounts?**

A. Simply complete a new authorization form and attach a voided check or savings deposit slip from the new bank account. Return the form to the school or church office or place it in the collection plate.

**Q. What if I want to change the amount of my payment?**

A. Simply complete a new authorization form. Return the form to the school or church office or place it in the collection. If the bank account stays the same, you do not need to attach another voided check.

**Q. Is electronic payment risky?**

A. Electronic payment is less risky than check payment. It can't be lost, stolen, or destroyed in the mail, and it has an extremely high rate of accuracy.

**Q. What if I try electronic payment and don't like it?**

A. You can cancel your authorization for electronic payment at any time by notifying us in writing. But, once you've enjoyed the convenience, time and money savings of electronic payment, we doubt you'll want to go back to making payments the way you did before.

**Q. How do I sign up for electronic payment?**

A. Complete and sign the authorization form below and return it to the school or church office along with a voided check or a savings deposit slip. You may also drop the authorization form in the collection plate.

**Q. What if I have other questions?**

A. Call the school office at 256-1761 or the church office at (937) 254-6233.

# Authorization

For School Tuition Payments

Payment amount (choose one):

\$ \_\_\_\_\_ Monthly on the 1<sup>st</sup> of the Month Starting Date \_\_\_\_\_

\$ \_\_\_\_\_ Bi-Monthly on the 1st of the Month Starting Date \_\_\_\_\_

\$ \_\_\_\_\_ Semester on the 1<sup>st</sup> of the Month Starting Date \_\_\_\_\_

Name on the Account (Please print): \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Please accept my ongoing payment from my (check one):

\_\_\_\_\_ Checking Account (attach a voided check)

\_\_\_\_\_ Savings Account (attach a savings deposit slip)

Routing Number (see sample on bottom): \_\_\_\_\_

Account # (see sample on bottom): \_\_\_\_\_

I authorize **St. Helen Church** to process debit entries to my account. I have attached a voided check (if paying from checking) or a savings deposit slip (if paying from savings). This authority will remain in effect until I give reasonable notification to terminate this authorization.

Authorized signature on my account: \_\_\_\_\_

Date: \_\_\_\_\_

☞ **Return this form to the school or church office or place it in the collection basket.** ☞

YOUR NAME  
ADDRESS  
CITY, STATE ZIP

DATE \_\_\_\_\_

001  
10-4/200  
BRANCH 00

PAY TO THE ORDER OF \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ DOLLARS

**M&T Bank**  
Manufacturers and Traders Trust Company

FOR \_\_\_\_\_

⑆ 23456789 ⑆ 00000123456789 ⑆ 001

ABA Check Routing Number

Account Number