

# Milpitas Christian School 2017 - 2018 Financial Agreement and Electronic Fund Transfer Form

Milpitas Christian School is pleased to offer you a choice of EFT payment options. That choice was selected during your online registration process. Please call the business office a minimum of 48 hours in advance if you need to make any changes.

Your statement will come to you on approximately the 6<sup>th</sup> of each month. The balance due will be the amount that will be debited from your account on the date you have chosen. If the date you have chosen for the transfer happens to be on a weekend or holiday, we will always request the transfer on the business day **following** the date you selected. Should you find any discrepancies on your statement, please contact the business office immediately so corrections can be made expeditiously.

## Answers to frequently asked questions:

### Why are we collecting SSN?

Our electronic database no longer collects SSN. However, we are collecting SSN on paper in the event of an account going delinquent or when an account receives more than \$600 in referral credit per year (will generate IRS Form 1099).

### Will my account information be secure?

MCS has signed a formal ACH agreement with Evangelical Christian Credit Union (ECCU), which requires us to process these payments through a secure avenue. (This is similar to files for direct deposits). The business office personnel are required to maintain security and confidentiality of all records. These forms are filed securely in a fire-proof safe.

### What if there are insufficient funds to cover the amount of the tuition and fees payment?

If on the chosen date, the amount of payment needed is more than your account balance, your payment will not be debited, but MCS will charge a \$25 NSF fee to your school account. A second attempt may be made on the next available EFT date (10<sup>th</sup>, 15<sup>th</sup>, 20<sup>th</sup>), and you will be contacted by the school.

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## Electronic Fund Transfer Authorization 2017-2018

I agree to the payment plan and scheduled date of withdrawal which I requested during online registration:

Please check one:  10<sup>th</sup>  15<sup>th</sup>  20<sup>th</sup> Mother's SSN: \_\_\_\_\_ Father's SSN: \_\_\_\_\_

- NEW Families:** I am new to the school and I am attaching a **voided check** to set up my account.
- RETURNING Families:** I will be using the same account. (No voided check is needed.)
- RETURNING Families:** I will be using a new account effective \_\_\_\_\_. (Please attach a **voided check** from this account).  
Date

I hereby authorize Milpitas Christian School, Inc. to initiate monthly debit entries to the designated account below in order to pay tuition and miscellaneous fees. I (we) agree that ACH transactions I (we) authorize comply with all applicable law.

Student Name(s) \_\_\_\_\_ MCS Account # \_\_\_\_\_

Name as printed on:  Checking Account  Savings Account

Name of Financial Institution \_\_\_\_\_ City \_\_\_\_\_ Zip code \_\_\_\_\_ Branch # \_\_\_\_\_

Routing # \_\_\_\_\_ Account # \_\_\_\_\_ Authorized signature \_\_\_\_\_ Date \_\_\_\_\_

This authorization is to remain in full force and effect until Milpitas Christian School, Inc. has received written notification from me of its termination in such time and manner as to afford Milpitas Christian School, Inc. and the financial institution a reasonable opportunity to take the action requested.