



# Lewis and Clark Montessori Charter School

*Learning today. Leading tomorrow.*

## Direct Payment Authorization Form:

We are pleased to introduce our new Direct Payment Plan service. This service will streamline your payments for your Montessori Resource fee or Children’s House fee and allow your payment to be deducted automatically from your checking or savings account.

### The Direct Payment Plan will help our community in several ways:

- Allows you to budget fees over 10 months versus one payment.
- It saves time - for you, and for LCMCS’s accounting department.
- Helps pay your bills in a convenient and timely manner - even if you’re on vacation or out of town.
- Your Payment is always on time - it helps maintain good credit and no late fees!

### Here’s how the Direct Payment Plan work:

You authorize regularly scheduled payments to be made from your checking or savings account. Then, just sit back and relax. Your payments will be made automatically by the 5th of every month (Sept-June). And proof of payment will appear on your statement. The authority you give to charge your account will remain in effect until June 2016, or until your account is paid in full. The Direct Payment Plan is dependable, flexible, convenient and easy. This service is required by the school to take advantage of a monthly payment plan.

### Please complete the information below:

I authorize Lewis and Clark Charter Montessori School to initiate electronic debit entries to my:

- Checking Account**                       **Savings Account**

These payments will be drawn by the 5th of every month, for payment of my:

- Resource Fee** \$ \_\_\_\_\_ /10 = \$ \_\_\_\_\_ per month  
 **Children’s House Fee** \$ \_\_\_\_\_ /10 = \$ \_\_\_\_\_ per month  
 **Other Fees:** \_\_\_\_\_ \$ \_\_\_\_\_ / 10 = \$ \_\_\_\_\_ per month  
 **Annual Fund** \$ \_\_\_\_\_ per month

I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law. This authority will remain in effect until I have cancelled it in writing.

Child’s Name (s): \_\_\_\_\_

FULL NAME ON CHECKING/SAVINGS ACCOUNT \_\_\_\_\_

FINANCIAL INSTITUTION NAME (PLEASE PRINT) \_\_\_\_\_

ACCOUNT NUMBER AT FINANCIAL INSTITUTION \_\_\_\_\_

FINANCIAL INSTITUTION ROUTING NUMBER \_\_\_\_\_

FINANCIAL INSTITUTION CITY AND STATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_