Tuition Statements are processed on the 1st of each month for the upcoming month. Your statement will be emailed between the 1st and 3rd of each month. To participate in the Automated Payment (ACH) Program, please complete and return the attached form.

Riverhouse Tuition Payment Form:

Name of Child(ren)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_

Name of Guardian(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_I want to enroll in Riverhouse Automated Payments. Choose date and please fill out Section A and B. \_\_\_5th of the month \_\_\_15th of the month

\_\_\_I do not want to enroll in Riverhouse Automated Payments at this time (Please skip to Section B)

Section A- Please attach a voided blank check or a document from your bank institution, stating your name, type of account, routing and account numbers.

I (we) hereby authorize Riverhouse Children’s Center Inc., hereinafter called COMPANY, to initiate debit entries to my (our) \_\_\_Checking Account/ \_\_\_Savings Account (select one) indicated below at the depository financial institution named below hereafter called the DEPOSITORY, and to debit the same to such account. I (we) acknowledge that the origination of the ACH transaction to my (our) account must comply with the provisions of U.S. law.

Bank Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Branch\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Routing Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Account Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I (we)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have received a copy and understand the Riverhouse Guidelines for Automated Payments.

This authorization is to remain in full force and effect until COMPANY has received written notification from either 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.

Printed Name(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_

Signature(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Section B- Fill out email information for tuition statement preference.

Guardian Contact:

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Send Email Statement? Yes or No

Printed Name(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



Riverhouse Guidelines for Automated Payment withdrawal:

i. The Riverhouse Tuition Payment form, Section A, must be turned in 5 days prior to the draft date in order to process for the following month.

ii. Tuition statement discrepancies must be addressed two days prior to the draft date.

iii. Automatic payment withdrawal will occur on the 5th or 15th of each month. If either day lands on a Saturday or Sunday, the withdrawal will occur on the following Monday.

iv. Cancellations of automated payments must be received two days prior to the draft date.

v. A $25 fee will be charged per returned automatic withdrawal payment. If the payment is returned, a paper check must be received by 20th of the month. Late payment fees will apply.