

**ACH Authorization Form ~ Electronic Childcare Fees
Cathedral of the Risen Christ/Holy Family Extended Care – Lincoln, Nebraska**

In response to God's provision in my life, I establish this electronic fund transfer agreement to provide consistent financial support for His work through the ministry of Cathedral of the Risen Christ Holy Family Extended Care.

(Please Print) Name: _____

Address: _____ City _____, State _____ Zip _____

Daytime Telephone Number: _____ Evening Telephone Number: _____

Please mark the appropriate box and/or complete information for each numbered item below. Thank you.


1. Contributor Authorization Form for (check one)

- New Authorization
- Discontinue Electronic Childcare Payment
- Effective _____ / _____ / _____
- Change Financial Institution

2. Payments will be debited on the 5th day of each month (or the next business day when the 5th of the month falls on a non-banking day):

Initial Payment: _____ **5**, _____
(Month) (Day) (Year)

3. Account information:

- Checking Account (attach a voided check)
- Voided check attached** 
- Routing Number: _____
- Account Number: _____
- (Please see diagram for help determining Routing & Account Numbers)**
- Saving Account (call church office @ 402-488-0948)

NEW ACCOUNT INFORMATION

Name Address	Check # Date	Pay to the Order of	\$ <input style="width: 40px;" type="text"/>	Dollars	VOID
Memo	: 9876543211: 12345678	Check #	Account Number	Routing Number	Account Number

↑ ATTACH VOIDED CHECK ↑

I hereby authorize Cathedral of the Risen Christ Church/Holy Family Extended Care and Union Bank and Trust Company to initiate debit entries to my account. I have attached a voided check. This authority is to remain in full force and effect until Cathedral of the Risen Christ Church/ Holy Family Extended Care has received written notification from me (or either of us) of its termination in such time and manner as to afford Cathedral of the Risen Christ Church/Holy Family Extended Care and Union Bank and Trust company opportunity to act on it. I (we) further authorize the Cathedral of the Risen Christ Church/ Holy Family Extended Care to initiate such credit entries to said account as may be necessary to correct any erroneous debit entries previously initiated thereto. I (we) authorize the Depository to accept and to credit or debit the amount of such entries to my (our) account.

4. Authorization signature on my account: _____ **Date:** _____

Handbook and Payment Policy

Our Extended Care fee schedule has been established to provide your child with the best possible care at the most reasonable cost to you. All childcare fees will be electronically debited from an authorized bank account. A detailed bill will be available for pick-up at the Center by the 25th of each month for the next month's childcare. Childcare fees will be debited from your account on the 5th day (or the next banking day) of each month. There are no exceptions to this payment method unless special arrangements have been made with Msgr. Tucker.

To summarize, your childcare fee will be debited from your account on the 5th day of each month (or the next banking day) for that month's care. A detailed bill will be available for pick-up at the Center by the 25th of each month.

Childcare fees are based on the schedule you sign up for the next months' care and not attendance. Therefore, regular fees are charged regardless of absence. Each family is required to be current on all childcare fees in order to register for the next session of childcare.

For all non-school days and early dismissal days, a sign-up sheet will be posted on the 1st day of the month for the non-school days and early dismissals in the following month. (i.e. September 1, the sign-up sheet will be posted for the non-school days & early dismissals in October). Parents will have until the 15th of the month to sign up their child/ren for care. The sign-up sheet will be taken down on the 15th day of the month at the end of the day. You will receive an invoice by the 25th of the month describing the days you have chosen for your child to be at Extended Care and the dollar amount you will owe. **Please look this over very carefully, if changes need to be made it is easier to do this before monies are taken from your account.** If you have signed your child up and decide that you do not need care, you will still be charged.

If your child has not been signed up, it would be expected that your child is not attending; however, if an emergency arises please feel free to call me. We will put your child's name in the day's count. Payment will be required at pick up.

Please note: The September bill will include August and September child care due to August being a short month of school days. You will be notified about the non-school days & early dismissals for August and September in early August via e-mail.

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Acknowledgement of above Payment Policy and receipt of the Holy Family Extended Care Handbook revised as of September 08, 2016

Print Name

Signature

Date



Please complete reverse