

Newport Center United Methodist Preschool (NCUMP) ACH Debit Authorization Form/Electronic Check

You can pay your child's monthly or annual tuition payments by ACH debit from your checking account. If you sign up for the monthly service, we will debit your checking account automatically each month for the monthly tuition installment. (No additional fees are charged to the Preschool with this option.)

If you desire to have your child's monthly tuition payments debited from your checking account or wish to pay the balance in full, please fill out the information below and **return this form to the Preschool Office at NCUMP 1601 Marguerite Avenue Corona del Mar, CA 92625, or by email to sandra@ncump.com**

Name on Account: **(Please Print)** _____

Address _____

City & State _____ Zip Code _____

Email address _____ Phone # _____

I choose monthly billing _____ **I choose to pay the balance in full** _____ **(Initial One)**

Child's Name _____ Program _____ Family # _____

Payment Authorization

I authorize my bank to debit my account as identified on the voided check to the terms stated here. This authorization shall remain in effect until the Preschool received written notification from me to terminate at such time and in such manner as to afford the Preschool and bank reasonable opportunity to act (Minimum 15 days).

I understand that if the total amount owed to the Preschool is increased, I authorize this plan to continue as long as the payment amount remains unchanged until the amount owed the Preschool is paid off, or unless the plan is terminated earlier by me as above. I understand any added amounts can be applied for with a new ACH debit authorization form.

All other changes such as payment amount, frequency, bank account number change, will require a new ACH debit plan authorization form to be completed and submitted to the Preschool 15 days prior to any change being implemented. I understand that this payment plan may be cancelled by the Preschool due to Non-Sufficient funds (NSF). I will be liable to pay an NSF fee of \$25, which will may be automatically deducted for each NSF.

I represent and warrant that I am authorized to execute this payment authorization for the purpose of implementing this payment plan. I indemnify and hold the Preschool, the bank harmless from damage, loss or claim resulting from all authorized actions hereunder.

Customer Signature _____ Date _____

Second Authorized Signature
Of Bank Account if Required _____ Date _____

A voided check from customer's bank account must accompany this authorization form

If you have any questions on ACH debit, please send an email to sandra@ncump.com

Newport Center United Methodist Preschool (NCUMP)

Credit Card for Payment

Monthly or Yearly Tuition

You can make payments of your child's monthly or annual tuition payments by Credit Card. We accept MasterCard, Visa and American Express. If you sign up for the monthly service we will bill your credit card automatically each month from August until March for the monthly tuition installment.

If you desire to have your child's monthly tuition payments billed to your credit card or wish to pay the balance in full, please fill out the information below and **return this form to the Preschool Office.**

Name on card (**Please Print**) _____

Credit Card # _____ Exp. Date _____

Billing Address _____ CVV # _____

City & State _____ Zip Code _____

Email address _____

Phone # _____ Date Signed _____

Credit Card Type – MasterCard - Visa - American Express (**Please circle**)

I choose monthly billing _____ **I choose to pay the balance in full** _____ (**Initial One**)

Signature of Cardholder _____

Child's Name _____ Program _____ Family # _____

If you have any questions on Credit Card use, please call the Preschool Office at 949-644-0740
You may also send an email to sandra@ncump.com