



## Automatic Withdrawal Authorization

### Part A - Account Information

☐ I am setting up a new checking account authorization (attached a blank check with VOID written across it) Initial: \_\_\_\_\_

☐ I want Renaissance Montessori to change the automatic withdrawal to the bank account named below. Initial: \_\_\_\_\_

### INSTRUCTIONS

Attach a voided check, and use its information to fill out the form.

**Routing Number** – Write your financial institution's routing number printed in the bottom left portion of your checks or deposit slips

**Account Number** – Write your account number printed at the bottom of your checks following the routing number. It may be the first numbers after the routing number followed by the check number (Example 1) or the numbers that follow your check number (Example 2). The check number is NOT part of the account number. (See the examples below)

Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

Account Holder's Name: \_\_\_\_\_

Name of Financial Institution: \_\_\_\_\_

Example 1

Financial Institution		Check No. 1234
Hometown, USA		
Pay To The Order Of _____		
123456789	8765432109812	1234



Routing #



Account #



Check #

Example 2

Financial Institution		Check No. 1234
Hometown, USA		
Pay To The Order Of _____		
123456789	1234	8765432109812



Routing #



Check #



Account #

## Part B – Agreement

Initial: \_\_\_\_\_ I hereby authorize Renaissance Montessori to withdraw my child's monthly tuition of \$\_\_\_\_\_ from my checking account with the financial institution indicated above.

Initial: \_\_\_\_\_ I understand this withdrawal will occur on or before the 5<sup>th</sup> of each month throughout the duration of my child's contract .

Initial: \_\_\_\_\_ I recognize it is my responsibility to have sufficient funds in the account indicated above for the monthly withdrawal of my Intervention Fees.

Initial: \_\_\_\_\_ I accept that for each occurrence of insufficient funds at the time of withdrawal, I will owe an additional \$25 surcharge.

\_\_\_\_\_  
Account Holder Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Account Holder's Name