

ACH Monthly Withdrawal Authorization

Starting 2018/2019 School Year

Authorization Type: New Authorization Change Account (please choose one)

Step 1

Name (as shown on bank account)	
Home Address	
Daytime Telephone Number	
Bank Name	
Bank Routing Number (nine digits)	
Bank Account Number	
Type of Account	Savings <input type="checkbox"/> Checking <input type="checkbox"/>

Step 2

Date of Withdrawal in Each Month (please choose one)	10 th <input type="checkbox"/>	25 th <input type="checkbox"/>
Number of payments (please choose one)	10 payments <input type="checkbox"/>	12 payments <input type="checkbox"/>
12 payments starting in June		
10 payments starting in August (new families must choose 25 th if selecting this option)		

NOTE: For ACH payment methods, the school charges a one-time ACH Annual Processing Fee of \$20 per student.

Step 3

The tuition payment will be drawn on the day of the month specified above. If the day falls on a weekend or holiday, the funds will be withdrawn the next business day.

I hereby authorize the Rapid City Catholic School System to make a monthly withdrawal until tuition is paid in full. I **acknowledge** that any monthly payments not cleared for any reason will be assessed a **\$20.00** processing fee.

Signature of account holder

Date

Mail or deliver form to 424 Fairmont Blvd. Rapid City, SD 57701. If you would like help completing this form, please contact the Business Office at 348-1477 x-117



A voided check is required for all **new** or **changed** accounts. Please attach the voided check to this form.