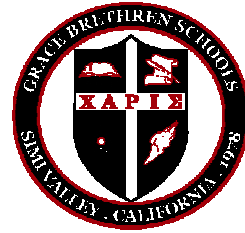


**GRACE BROTHERS SCHOOLS  
OFFICE OF ADMINISTRATION**

2762 Avenida Simi † Simi Valley, CA 93065  
Phone 805.522.4605 † Fax 805.522.0702  
[www.gracebrethrenschools.com](http://www.gracebrethrenschools.com)



**Tuition Payments  
Automatic Clearing House (ACH)  
2010 – 2011 AUTHORIZATION AGREEMENT**

\_\_\_\_\_/\_\_\_\_\_  
Family name /ID Code (print)

\_\_\_\_\_  
Email Address (Mandatory)

Use this form to add, change, or cancel an automatic payment. Each family account requires a separate form and must be in the Business Office **two weeks prior to the tuition due date** to take effect \_\_\_\_\_. All changes must be in writing to the Business Office.

**To set up your automatic tuition payment you must:**

- Have the account currently set up at YOUR bank
- Verify your bank's transit number and your account number, **by calling your bank.** *The transit number is not necessarily the number encoded on your check or deposit slip.*
- **Attach a voided check, if checking. Attach a deposit slip, if savings.**
- Fill out this form completely and accurately.

**Please check the appropriate box:**

- Please deduct my current balance due on a monthly basis from my account listed below. Deductions will be on the 10th of every month, or the first business day following.
- Continue as previously set up.
- Cancel account

Name of Bank or Depository \_\_\_\_\_

Bank Transit and ABA # \_\_\_\_\_

Bank Account Number \_\_\_\_\_

Account Type (check one) \_\_\_\_\_ Checking Account \_\_\_\_\_ Savings Account

**Authorization given by:**

I, \_\_\_\_\_ (Parent) hereby authorize Grace Brethren School to debit my bank account monthly per the box checked above on the 10th day of every month or the next business day following if on weekend or holiday. This will take effect \_\_\_\_\_. The last ACH transaction for this school year will occur by May 10, 2011. A new ACH form must be filled out for each new school year. Per GBS's policy, any account short of funds on date of transfer will incur a NSF fee of \$25.00.

Account Holder's Signature \_\_\_\_\_

Date \_\_\_\_\_