

# Recurring Payment Authorization Form

2021/2022

## Bank Account or Credit/Debit Card

All families are encouraged to enroll in our recurring payment plan for tuition payments. Scheduled payments will be automatically deducted from your checking/savings account, or charged to your credit/debit card.

Here's how the Recurring Payment Plan works: You authorize regularly scheduled charges to your checking/savings account or credit/debit card. You will be charged each billing period the total amount due for that period. A confirmation email prior to withdrawal and a receipt of payment will be emailed to you at the email address listed below.

I \_\_\_\_\_ authorize Trinity Lutheran School to charge/debit my bank  
(Parent/Guardian Name)  
account/credit card for tuition payment for my child(ren) \_\_\_\_\_  
(Child(ren)'s Name)

Total amount to be withdrawn: \$ \_\_\_\_\_,  
monthly on the \_\_\_\_\_ day of each month.  
bi-weekly starting on \_\_\_\_\_.  
twice a month on the \_\_\_\_\_ and \_\_\_\_\_ day of each month.

## Billing Information

Billing Address \_\_\_\_\_ Phone # \_\_\_\_\_  
City, State, Zip \_\_\_\_\_ Email \_\_\_\_\_

## Credit/Debit Card Details

Visa MasterCard Amex Discover

Cardholder Name \_\_\_\_\_ Exp. Date \_\_\_\_\_  
Card Number \_\_\_\_\_ 3 digit CVV # \_\_\_\_\_

## Bank Details

Checking Savings

Account Name \_\_\_\_\_  
Bank Name \_\_\_\_\_  
Account Number \_\_\_\_\_  
Routing Number \_\_\_\_\_



SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
(Parent/Guardian Signature)

I agree to notify Trinity in writing of any changes in my account information or termination of this authorization 15 days prior to the next due date of the charges. For ACH debits to my checking/savings account, I understand that because this is an electronic transaction, these funds may be withdrawn from my account each month as soon as the above noted transaction date. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law. I will not dispute Trinity's recurring billing with my bank or credit card company; so long as the transaction corresponds to the terms indicated in this agreement.

**Credit Card Fees per transaction are:**  
+0.15% + \$0.15 (Processing rate per transaction fee based on the interchange rate of the card)

**ACH (E-Check) Fees per transaction are:**  
\$0.15 (If over \$5,000 for a single ACH transaction, the processing fee assessed is +0.25%)

