



Step By Step Montessori Schools, Inc

Electronic Funds Transfer Authorization Form

Corporate Office: 4355 Highway 169, Plymouth 55442

Phone: 763.557.6777

Please check the appropriate box

NEW AUTHORIZATION

ACCOUNT/CARD UPDATE

CANCEL (EFF DATE ____/____)

Please select the school your child attends

BROOKLYN PARK CHASKA CORCORAN MAPLE GROVE PLYMOUTH SOUTHDALE ST ANTHONY WAYZATA

Please specify one of these options for payment processing

Check this box if you want Step By Step to process transactions on your behalf? (AUTOMATIC EFT)

Check this box if you want to process transactions on your own? (SELF SERVICE)

If you wish to pay via credit card please complete the following information for the payer as it appears on your statement. There is a 1% convenience fee charged to all credit/debit card transactions.

CARDHOLDER NAME		CHILD'S NAME	
CARD NUMBER LAST 4 DIGITS ONLY	XXXX-XXXX-XXXX-____	EXP DATE	

I hereby authorize to _____ Print name of your financial institution/credit card make my payments on my behalf

from my checking, savings or credit card account and transfer it to Step By Step Montessori Schools. I understand that I am in full control of my payment, and if at any time I decide to make changes or discontinue this service I will notify Step By Step Montessori Schools. Debits are made close to the fifth business day of the month. A 1% convenience fee will be added to all debit/credit card transactions.

Signature: _____ Date: _____

Please complete section below and attach a voided check

Account Type:									
<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Discover	<input type="checkbox"/> Checking Acct	<input type="checkbox"/> Savings Acct					
Routing Number <i>(for checking/savings accounts)</i>									
Checking/Savings Account Number									
Bank/Card Name									
Credit Card Number <i>(If using debit card, please provide checking account information)</i>									
Expiration Date - MM/YY <i>(for credit cards)</i>				CVV Number <i>(3 digit code on back)</i>					

Step By Step Montessori does not retain paper copies of card/bank account information. Any discrepancies are resolved via credits to your next billing statement