



# 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)

### Please complete the following information for the payer as it appears on your statement.

NAME	CHILD'S NAME
------	--------------

### There is a 1% convenience fee charged to all credit/debit card transactions.

CARD/BANK ACCOUNT NUMBER LAST 4 DIGITS ONLY	EXP DATE
---	----------

I hereby authorize \_\_\_\_\_ to 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: \_\_\_\_\_

-----We do not retain the below information-----

Please complete section below (with either credit card or banking info) and attach a voided check if applicable and submit to the School Leader or via email to [info@stepbystepmontessori.com](mailto:info@stepbystepmontessori.com)

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