

# Automated Payment Processing

## Automated Payment Authorization (ACH)



vbccfinance@viennabc.org



(703) 281-2021

Payments are due by the 10th. Late fees apply per the Parent Handbook.

We do not accept credit cards. Payment options: ACH, cash, or check only.

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### ELECTRONIC FUNDS TRANSFER AUTHORIZATION — BANK ACCOUNT ONLY

I authorize **Vienna Baptist Children's Center** to initiate debit entries to my checking or savings account listed below for tuition and fees. To cancel this agreement, a written notice must be submitted at least 10 days prior to the next scheduled payment.

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#### Parent/Authorized Payer Information

Parent Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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#### Bank Account Information

Bank or Credit Union Name: \_\_\_\_\_

Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

Checking       Savings

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#### Authorization

I certify that I am an authorized signer on this bank account and agree to the withdrawal of my payment(s) on the 10th of each month.

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### For Office Use Only

Date Received: \_\_\_\_\_ Employee Initials: \_\_\_\_\_