

Roland Park Country School, Inc.
Authorization Agreement for Direct Debit

Option #1

Please complete the following information to have the entire monthly balance deducted from your bank account on the last business day of the month.

I hereby authorize Roland Park Country School, hereinafter called the School, to initiate debit entries from the account indicated below at the depository financial institution named below, hereinafter called the Depository, and to debit the same to such account. I acknowledge that the origination of ACH transactions from the account identified must comply with the provisions of U.S. law.

If this is a new account, it must be established and active at your bank before you request direct debit.

Depository (Bank)

Name: _____ **Branch:** _____

City: _____ **State:** _____ **Zip:** _____

Please indicate type of account: (circle one) CHECKING or SAVINGS

Please attach a voided check for checking, or a deposit slip for savings account on the bottom of the next page.

Routing Number: _____ **Account Number** _____

This authorization is to remain in full force and effect until the School has received written notification from me of its termination in such time and manner as to afford the School and Depository a reasonable opportunity to act on it.

I understand that there will be a \$25 charge for any transactions returned to the School due to sufficient funds being unavailable.

I understand that the School reserves the right to terminate this Authorization Agreement for Direct Debit after two (2) incidents of sufficient funds being unavailable.

If funds are debited/credited to/from my account in error under this authorization, I authorize the School to direct the Depository to correct such error, including but not limited to returning such funds to the School.

I understand that my debit/deposit may not be debited/credited to my account for up to two (2) business days after the transaction has been sent to the bank for processing.

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(Please Print)

Student Name _____

Parent Name _____

Work Phone No. _____ Home Phone No. _____

Signature _____ Date _____

Please return this completed form with a voided check attached to Roland Park Country School, Attn: Business Office, 5204 Roland Avenue, Baltimore, MD 21210

What is the ABA (Routing and Transit) number?

The ABA, or routing and transit number is a unique nine-digit number that identifies your financial institution. When using a checking account, this number is usually the first nine digits found on the bottom of the check followed by the account number.

- Please note that credit unions may use a different ABA number than what appears on the bottom of the check. We suggest you verify your information with your credit union to avoid any disruption in the processing of your payment.
- If you chose to make a payment using a savings account, please verify the ABA number with your financial institution.
- Please note: it is very important that you enter all ABA and account information correctly. This information is used to deduct the funds from your financial institution. If any of the information is wrong, your tuition payment will not be processed.

Attach voided check or deposit slip here

For School Use Only

Date Received: _____ Date Entered: _____ Processed By: _____