

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

Please complete the following information to setup direct debit.

Student Name: _____

The following payment options are available: (Check one)

Traditional Payment Plan – 65% due August 1st ; 35% due December 1st

10 Payment Plan – begins in April, 2008 for the 2008-2009 School Year with equal monthly payments.

I/we 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 (we) 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 (or either of us) of its termination in such time and manner as to afford the School and Depository a reasonable opportunity to act on it.

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

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

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

I/we 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.

(Please Print)

Name _____

Work Phone No. _____ Home Phone No. _____

Signature _____ Date _____

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