

Northshore Christian Academy 2018-2019 Automated Clearing House Authorization (ACH)

A Ministry of Northshore Christian Church
5700-23rd Drive West ~ Everett ~ WA ~ 98203
Phone: (425) 407-1119 Fax: (425) 322-2386



Dear Parents,

We are providing you the opportunity to pay your tuition through an Automated Clearing House (ACH). If you select this option, your tuition is automatically deducted from your checking account. **Only tuition and Annual Fund (optional donation) can be deducted from your account. Other fees/charges (i.e. School Age Care Program, Curriculum & Technology Fees, Facilities Fees etc.) are not included in this payment option.** You will receive a billing statement for tuition charges monthly. All charges and fees other than tuition and if applicable, Annual Fund donation, will be billed monthly and are due by cash, check or by paying online with PayNow, the first Business Day of each month following the month the charges are incurred. There is a \$35 late fee or NSF fee for late or NSF payments. Please allow for five business days to make any changes to an upcoming withdrawal (i.e. cancellation or change of bank account).

To activate this option:

- **When completing Online Enrollment, select the Quarterly or Monthly ACH option. If donating to the Annual fund, select same Quarterly or Monthly ACH option.**
- **Complete and sign this ACH Authorization form.**
- **Attach a voided check from the bank account you would like your tuition to be deducted from.**
- **Signing a new form is required each year. If the account is the same as the previous year, a voided check is not necessary.**
- **Submit this completed form to the NCA Academy Office.**

If you have any questions about the ACH option, please contact our Accounting Department at (425) 322-2330.

Authorization Agreement for ACH Debits by Electronic Transfer

Company Name: **Northshore Christian Academy**

IRS Tax ID: **91-1515354**

Depository (Bank/Financial Institution)

Name of Bank _____ Branch _____

City _____ State _____ Zip _____ Phone _____

Routing Number _____ Account No. _____

I authorize Northshore Christian Academy, hereinafter called Company, to initiate debit entries designated below to my (our) checking account at the depository named above, hereinafter called Depository, to debit the same to such account. **I have attached a voided check to this form.** The authorization is to remain in full force and effect until COMPANY has received written notification from me (or either of us) of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.

_____ I have selected Option 3 on the NCA Enrollment Contract. I choose **Quarterly** Automated Tuition Payment (ACH) authorizing tuition *and if applicable, Annual Fund donation (quarterly option)* to be withdrawn from my/our account on the first Business Day of each Academic Quarter (Aug., Nov., Feb., May). The amount that will be deducted is: \$ _____

_____ I have selected Option 4 on the NCA Enrollment Contract. I choose **Monthly** Automated Tuition Payment (ACH) authorizing tuition *and if applicable, Annual Fund optional donation (monthly option)* to be withdrawn from my/our account on the first Business Day of each calendar month beginning in August. This means the first monthly payment will be due on the first Business Day of the month in which the Quarter begins. Four academic quarters equal 11 monthly payments. The amount that will be deducted is: \$ _____

Print Family Name _____ Date _____

Signature _____ Phone _____

List Student(s) First & Last Name(s): _____

For NCA Office Use: