



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

<input type="checkbox"/> NEW AUTHORIZATION	<input type="checkbox"/> ACCOUNT/CARD UPDATE	<input type="checkbox"/> CANCEL (EFF DATE ____/____)
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Please select the school your child attends

<input type="checkbox"/> BROOKLYN PARK <input type="checkbox"/> CHASKA <input type="checkbox"/> CORCORAN <input type="checkbox"/> MAPLE GROVE <input type="checkbox"/> PLYMOUTH <input type="checkbox"/> SOUTHDALE <input type="checkbox"/> ST ANTHONY <input type="checkbox"/> WAYZATA

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

CARDHOLDER NAME		CHILD'S NAME	
ADDRESS			
CITY/STATE		ZIP	
CARD NUMBER LAST 4 DIGITS ONLY	XXXX-XXXX-XXXX-____	EXP DATE	

I hereby authorize to _____ make my payments on my behalf
Print name of your financial institution

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: _____

Please complete section below and attach a voided check

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 <small>(for checking/savings accounts)</small>									
Checking/Savings Account Number									
Credit Card Number <small>(If using debit card, please provide checking account information)</small>									
Expiration Date - MM/YY <small>(for credit cards)</small>						CVV Number <small>(3 digit code on back)</small>			

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