

**Cathedral Preschool  
600 Locust Street  
Owensboro, KY 42301-2130  
270-926-1652 (Preschool) 270-683-6525 (Cathedral) Fax 270-683-3621**

**Checking of Savings Account Authorization Form for Electronic Fund Transfer**

*Please Print*

Parent's Information:

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

Street: \_\_\_\_\_

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

Daytime Telephone Number: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Email \_\_\_\_\_

**Check one or both:**

- This authorization is for Tuition payments
- This authorization is for Supply Fee payments

**Please enter the amount to be deducted from your Checking or Savings account for Tuition:**

\$ \_\_\_\_\_ Monthly (This charge will occur on the first business day on or after the 1st day of August, September, October, November, December, January, February, March and April)

**Please enter the amount to be deducted from your Checking or Savings account for Supply Fees :**

\$ \_\_\_\_\_ Semester (This charge will occur on the first business day on or after the 15th day of July and February.)

**Type of Account: Please circle one**

Checking Account...Please attach a **voided** check

Savings Account...Please attach a savings deposit slip

I authorize St. Stephen Cathedral to process entries from my checking or savings as noted above. This authority will remain in effect until I give reasonable notification to terminate this authorization.

Authorized signature on account: \_\_\_\_\_ Date: \_\_\_\_\_

## Questions and Answers

1. What is Electronic Fund Transfer (EFT)?

Electronic Fund Transfer is a simple way of transferring pre-authorized deductions from your checking or savings account, which in turn, is directly deposited into the preschool's account with St. Stephen Cathedral. EFT's have become a well-accepted, convenient and rapidly growing means of bill payment.

2. How do I sign up?

All you need is a blank, voided check from your checking account and a completed checking account authorization form (see enclosed form). Return the form and voided check to the preschool office in the enclosed envelope.

3. What about taking the deduction from my savings account?

Same process as above. Complete the authorization form and attach your savings account deposit slip.

4. What is the schedule of withdrawals?

### **Tuition**

The following amounts (2 day-\$80.00, 3 day-\$100.00 or 4 day-\$120.00) will be debited from your checking or savings account on the first business day on or after the 1st day of August, September, October, November, December, January, February, March and April.

### **Supply Fee**

Each semester's supply fee (2 Day-\$80.00, 3 day-\$100.00 or 4 day-\$120) will be debited from your checking or savings account on the first business day on or after the 15th day of July and February.

5. How will EFT help me?

Preschool parents who wish to make tuition and/or supply fee payments on a regular basis can arrange to have their personal bank account debited in predetermined amounts and securely transferred to the preschool account. The system is not only convenient, but also eliminates the cost of checks, postage and late fees.

6. If I sign up for EFT and my financial situation changes, can I stop my deduction?

Yes, you can stop payments anytime. Just call the Preschool office at 926-1652.

7. What if I don't want to sign up for EFT?

If you choose not to use EFT, tuition and supply fees may be paid by check in one sum for the entire school year, or by the semester, or in nine (9) monthly payments. Monthly tuition payments are due on the 1st of each month. Tuition received after the 7th is charged a \$10.00 late fee. Supply fees are due on July 15 and February 15.