



Automatic ACH Payment FAQs

What is ACH?

ACH stands for Automated Clearing House. It means that each month, once you've signed up and given us permission, ABC will deduct your tuition payment from your bank.

How does it work?

By signing up for ACH, you are providing ABC your bank account information. We then go online through our bank's secure website and transfer your tuition payment directly from your account to ours.

Why should I do ACH?

It's convenient! We do the work for you. Once you've signed up for ACH, you don't need to remember to make monthly payments or hassle with monthly checks or online credit card payments. This also means you'll never have to worry about late fees.

As a small non-profit, we strive to provide the highest quality programs without wasting money. By doing ACH, you are supporting our children's programs because more of your tuition goes directly to supporting the program rather than credit card companies.

How much does it cost?

It's FREE!

What if the money in my bank doesn't cover tuition?

If we are unable to process your ACH payment because of insufficient funds you will be charged a \$25 fee. We will contact you to arrange an alternate payment method. You may also be subject to fees from your own bank.

You have my bank account information. Is it safe?

ABC keeps all bank information locked up and shreds any outdated ACH forms at the end of the year. We process ACH payments through a secure bank website.

I did ACH last year. Do I have to sign up again?

Yes. When you sign up for ACH, you are only signing up for the school year and we shred all ACH forms at the end of the school year.

How do I sign up?

Complete and return the Automatic Withdrawal Form (next page) for the current school year and you're all set!



Agassiz Baldwin Community

A nonprofit corporation that provides programs, services, and events with a focus on children, arts, and community

For the School Year 2018-2019 (Sept 2018 – June 2019)

Automatic Clearing House (ACH) Payment System: The Automatic Bank Debit system enables you to have your monthly tuition fee and additional fees that you may incur automatically drafted from your bank account. We will keep your personal financial information confidential at all times. Your funds will be withdrawn on or before the 10th of the month.

Please fill out the information listed below. All fields are required.

1. Customer Information:

Child's Name: _____

Customer Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____

Contact Email: _____

Phone: _____

Month to start draft: Sept Month to end draft: June

2. Customer Bank Information:

Name on Bank Account: _____

Account Number: _____ Checking Account Savings Account

Bank Name: _____

Bank City: _____ State: _____

Routing (ABA) Number: _____

3. Authorization/Confirmation:

Check one:

I authorize withdrawals for monthly tuition only.

I authorize withdrawals for monthly tuition and any other fees (drop in days, vacation weeks, piano, lunch bunch, extended day, late fees, etc.)

I (we) hereby authorize Agassiz Baldwin Community to initiate debit entries to my (our)

[] Checking [] Savings (select one) account indicated above.

Customer Signature: _____ Date: _____

Please return this completed form and a voided check (or voided check copy) to:

Agassiz Baldwin Community

Attn: Bookkeeping

20 Sacramento Street

Cambridge, MA 02138