

## **Automatic ACH Payment FAQs**

### **What is ACH?**

ACH stands for Automated Clearing House. Once you've signed up and given us permission, MLBCC will deduct your tuition payment from your bank.

### **How does it work?**

By signing up for ACH, you are providing MLBCC 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?**

Credit card fees add up. For each month of tuition, MLBCC and families were charged \$15. In 2019, MLBCC's credit card fees reached \$45,000. That's equivalent to over a hundred weeks of summer scholarship funding!

Once you sign up for ACH, you don't need to remember to make payments on time or hassle with monthly checks or online credit card payments. This also means you'll never have to worry about credit card or 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?**

MLBCC keeps all bank information locked up and shreds any outdated ACH forms at the end of the year.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 or summer programming and we shred all ACH forms at the end of programming.

### **How do I sign up?**

Complete and return the Automatic Withdrawal Form (next page) with a voided check and you're all set!

# Maria L. Baldwin Community Center

For Summer 2024 (June-August 2024)

**Automatic Clearing House (ACH) Payment System:** The Automatic Bank Debit system enables you to have your Outback tuition and additional fees that you may incur automatically drafted from your bank account. We will keep your personal financial information confidential at all times.

**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: \_\_\_\_\_ Month to end draft: \_\_\_\_\_

**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:**

*(Select one)*

☐ I authorize withdrawals for tuition only.

☐ I authorize withdrawals for tuition and any other fees (drop in extended days, piano, late fees, etc.)

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

**(select one)** ☐ **Checking** ☐ **Savings** account indicated above.

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Maria L. Baldwin Community Center  
Attn: Bookkeeping  
20 Sacramento Street  
Cambridge, MA 02138