

Hello,

Attached is the form needed to have your child's tuition paid by automatic deposit. You may return this form with your packet. Please fill one out for the upcoming school year, even if you did one this year. We need a new one for each school year. This is our preferred method of payment.

With automatic deposit, the tuition payment will come out of your account on the first business day of the month. To have this start in September, our treasurer will need to receive the form no later than August 24th.

Steps for filling out the authorization form:

1. In the top box, fill out effective date as 9/01/17.
2. Check new authorization
3. Fill in personal information
4. Fill in banking information
5. Fill in first donation date as 9/01/17 and last donation date as 5/01/18.
6. Check "monthly on the first" as frequency of donation
7. In the funds & amounts box check "preschool tuition for" box and write in your child's name.
8. Sign, date and attach voided check.

If you have any questions, please e-mail us or ask Kathy Moore

If you need to mail your form in, please write "attention Brenda Cantelow, treasurer" on the outside of the envelope and mail to Faith Lutheran Church, P.O. box 925 Sequim WA 98382