# **RECURRING PAYMENT AUTHORIZATION FORM**

If you would like the convenience of automatic recurring billing, simply complete the Credit Card information section below and sign the form. All requested information is required. Upon approval, we will automatically bill your credit card for the amount indicated plus the $9 service charge and your total charges will appear on your monthly credit card statement. You may cancel this automatic billing authorization at any time by contacting us.

**CUSTOMER INFORMATION –**(completed by school personnel)

Customer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone ( ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PAYMENT INFORMATION**

I authorize Community Christian School to automatically bill the card listed below as specified for school tuition or other costs related to school fees.

Recurring amount $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Frequency Once Twice a month Monthly

(check one)

Start On \_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_End On \_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_

 Month Day Year Month Day Year

**CREDIT CARD INFORMATION**

Card Type \_\_\_\_\_MasterCard \_\_\_\_\_Discover \_\_\_\_\_Visa

Cardholder Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cardholder Zip Code \_\_\_\_\_\_\_\_\_\_\_\_\_

(as shown on card)

Card Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Security Code\_\_\_\_\_\_\_\_\_Expires \_\_\_/\_\_\_\_/\_\_\_\_

Would you like email notification when your card has been charged \_\_\_\_\_yes \_\_\_\_\_no

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Customer Signature Date

**ALL PARENTS MUST HAVE CREDIT INFORMATION ON FILE AS PART OF THE ENROLLMENT PACKAGE.**

CHARGES WILL NOT BE MADE WITHOUT PRIOR NOTIFICATION. THIS INFORMATION WILL BE ACCESSED TO SECURE PAYMENT FOR ANY PAST DUE AMOUNTS THAT MAY BE INCURRED AFTER THE FIVE DAY GRACE PERIOD.