



## Medfield Afterschool Program, Inc.

P.O. Box 18 Medfield, MA 02052

[www.medfieldafterschoolprogram.com](http://www.medfieldafterschoolprogram.com) 508.359.0003

Tax ID# 043061993 #MAP4LIFE

The Medfield Afterschool Program (MAP) is offering families the opportunity to have their monthly tuition and any related MAP expenses debited directly from their bank account via an electronic bank to bank payment called ACH (Automated Clearing House).

In order to participate in this optional form of payment, families must complete and return the Authorization Agreement and provide MAP with a cancelled check.

MAP families will continue to receive a monthly tuition statement on the 15<sup>th</sup> of each month, and tuition payments will be due on the 1<sup>st</sup> of the following month. ACH payments will be drawn from participating families accounts in batches, starting on the 1<sup>st</sup> and may occur within the first 5 business days of the month.

Families may enroll at any time. Enrollment forms must be received by the 15<sup>th</sup> of the month in order for ACH payments to be processed on the 1<sup>st</sup>. MAP will confirm your enrollment via email.

If you have any questions, please don't hesitate to reach out to [mapofficebilling@gmail.com](mailto:mapofficebilling@gmail.com) or (508) 359-0003



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**AUTHORIZATION AGREEMENT FOR DIRECT PAYMENTS OF TUITION via ACH**

I (we) hereby authorize the Medfield Afterschool Program, Inc., to initiate debit entries to my (our) account at the financial institution listed below, hereinafter called "DEPOSITORY". I (we) acknowledge that the origination of the ACH transactions to my (our) account must comply with the provisions of U.S. laws and regulations. In the event of an error, I (we) agree to work with MAP and MutualOne Bank in order to correct the error in a timely manner.

Legal Name(s): \_\_\_\_\_

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

Branch: \_\_\_\_\_

Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

Account Type:    \_\_ Checking            \_\_ Savings

The amount to debit will vary monthly based on the daily rate, multiplied by the number of days in the month, plus any additional funds due for: special sign ups, extra days, non-school days, vacation days, special programming, annual registration fees, refundable two week tuition deposits, fundraising, etc..

Failed ACH transfers due to insufficient funds are subject to a \$25.00 bank fee.

Families will receive a billing statement on or around the 15<sup>th</sup> of each month, and tuition will be debited starting the 1<sup>st</sup> of each month, and may occur within the first 5 business days of the month.

Please provide one email address: Check here to be notified when your payment has been processed:

\_\_\_\_\_

I (we) understand that should the regularly scheduled debit date fall on a weekend or a federal holiday, the debit shall occur on the following banking date.

This authorization is to remain in full force and effect until the Medfield Afterschool Program has received written notification via email to: [mapofficebilling@gmail.com](mailto:mapofficebilling@gmail.com) of its termination in such time and manner as to afford the Medfield Afterschool Program and DEPOSITORY a reasonable time to act upon it.

Account Holder Name(s): \_\_\_\_\_

Signature(s): \_\_\_\_\_

Date: \_\_\_\_\_

**Please attach a voided check or financial account verification document to this form. Note: Written debit authorization must provide that the receiver may revoke the authorization only by notifying the originator in the manner specified in the authorization.**