



**MISSION HILLS MIDDLE SCHOOL**  
 250 Tamarack Drive, Union City, CA 94587  
 Ph: 510.493.2189/Fax: 510.402.1086

**ACH Recurring Payment Authorization Form**

**Here is How Recurring Payments Work:**

You authorize regularly scheduled charges from your checking or savings account. For each month, you will be charged the amount indicated below. The charge will appear on your bank statement as an "ACH Debit". You agree that no prior-notification will be provided unless the date or amount changes, in which case you will receive notice from Mission Hills Middle School at least 10 days prior to the payment being collected.

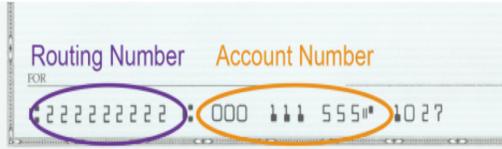
I \_\_\_\_\_ authorize **Mission Hills Middle School** to charge my bank account the amount of \$ \_\_\_\_\_ **monthly** on the 1<sup>st</sup> calendar day starting \_\_\_\_\_ and ending \_\_\_\_\_, and to charge my bank account the amount of \$250.00 for the annual Supply & Technology fee **one-time** on the above start date.

Student's Name **(One form per child)** \_\_\_\_\_ Grade \_\_\_\_\_

Billing Address \_\_\_\_\_ Phone# \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Email \_\_\_\_\_

Account Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings	<b>Include a copy of a VOIDED check.</b>
Name on Acct _____	
Bank Name _____	
Account Number _____	
Bank Routing # _____	
Bank City/State _____	



SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

I understand that this authorization will remain in effect until I cancel it in writing, and I agree to notify Mission Hills Middle School in writing of any changes in my account information or termination of this authorization at least 15 days prior to the next billing date. If the above noted periodic payment dates fall on a weekend or holiday, I understand that the payment may be executed on the next business day. I understand that because this is an electronic transaction, these funds may be withdrawn from my account as soon as the above noted periodic transaction dates. In the case of an ACH (Automated Clearing House) transaction being rejected for Non Sufficient Funds (NSF) I understand that **Mission Hills Middle School** may, at its discretion, attempt to process the charge again within 30 days. I agree to an additional **\$35 bank charge plus a \$50 late fee** charge(s) for each attempt returned NSF which will be initiated as a separate transaction from the authorized recurring payment. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law. I agree not to dispute this recurring billing with my bank so long as the transactions correspond to the terms indicated in this authorization form.

Entered by: \_\_\_\_\_ Date Entered: \_\_\_\_\_ # Payments \_\_\_\_\_

Notes: \_\_\_\_\_