



EVERGREEN CHRISTIAN SCHOOL

Automatic Deduction Payment Plan for 2026-2027 School Year Tuition

AUTOMATIC DEDUCTION PAYMENT PLAN: The Automatic Deduction Payment Plan is a safe and convenient method for paying your tuition. Simply authorize us to have your bank transfer the amount of your **total monthly payment** to ECS on the 3rd or 20th of each month. Paying your bill through automatic deduction allows your money to stay in your account until the date your payment is due, eliminating worries around remembering to make your payment. We partner with most banks or financial institution in the area, and there is no cost to you. If you change banks in the future, please contact us directly to update your payment information prior to your payment date to ensure that your payments aren't interrupted or delayed. We will make all the necessary arrangements.

AUTOMATIC DEDUCTION CONFIRMATION: For your records, the transfer will appear on your bank statement. Should you ever feel that the transfer amount is incorrect, notify your bank to confirm. Your bank will continually transfer the authorized amount and you have the freedom to work with your bank on researching or confirming said transfers, if necessary.

AUTOMATIC DEDUCTION PAYMENT PLAN MODIFICATION: Please note we require written notification 30 days prior to modifying your automatic deduction payment plan in order to process the cancellation or modification.

AUTOMATIC DEDUCTION PAYMENT PLAN SIGN-UP: Please complete the authorization form below and return it to us **along with a voided check (not a deposit slip) from the checking account you want the payment drawn from.** If you are drawing from a savings account, contact your bank for the routing transit number for your account. Please note it isn't always the same as the number on your deposit slip. This will help ensure your payments are deducted correctly. *This form must be completed each school year that you wish to pay by Automatic Deduction.*

RETURNED ITEMS POLICY If an automatic deduction is unsuccessful due to account closure or insufficient funds, you will be charged a \$20.00 NSF fee, and payment may need to be made via cash, money order or online, unless other arrangements are made. Tuition is subject to late fees if unpaid 5 days after your ACH payment date.

AUTHORIZATION AGREEMENT FOR AUTOMATIC DEDUCTION OF TUITION

Choose one payment date: ☐ 3rd of each month ☐ 20th of each month

I/we, _____, hereby authorize Evergreen Christian School, a ministry of Evergreen Christian Community, to initiate withdrawal entries from my checking or savings account indicated below at the depository named below, ("Depository") and to withdraw funds from this account. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law.

Depository

☐ Checking Account

☐ Savings Account

Name _____ Branch _____

City _____ State _____ Zip _____

Routing Number _____ Account Number _____

This authorization is to remain in force until ECS/ECC has received written notification from me of its termination in such time and in such manner as to afford ECS/ECC and Depository a reasonable opportunity to act on it.

Total amounts to be deducted each month: Tuition K-8th \$ _____ payments (_____ through June)
Tuition Preschool \$ _____ payments (_____ through May)

Monthly Total \$ _____

(Please call Accounting at (360) 352-3410 Ext. 129 or email ecsaccounting@evergreenpnw.com to verify the total owed each month.)

I authorize to have the "Monthly Total" indicated above, deducted monthly, on the payment date I have selected above.

Account Holder's Name (Please Print)

Joint Account Holder's Name (Please Print)

Account Holder's Signature

Date

For Office Use Only

Reviewed & Recorded by _____
ACH Setup by _____