

**420 Third Ave. SE**

**Albany, OR 97321**

**541-928-1110**

[**www.albanychristianschool.org**](http://www.albanychristianschool.org)

**office@albanychristianschool.org**

 *a ministry of Willamette Community Church*

Albany Christian School

 **DIRECT PAYMENT/ACH DEBIT Authorization Form**

We are pleased to offer you a new service—the Direct Payment Plan. Now you can have your payment deducted automatically from your checking or savings account. And, you won’t have to change your present banking relationship to take advantage of this service.

**The Direct Payment Plan will help you in several ways:**

* It saves time – fewer checks to write and mail.
* Helps pay your bills in a convenient and timely manner – even if you’re on vacation or out of town.
* It saves postage.
* No late charges.

**Here’s how the Direct Payment Plan works:**

You authorize regularly scheduled payments to be made from your checking or savings account. Your payments will be made automatically on the specified day, and proof of payment will appear on your statement. The authority you give to charge your account will remain in effect until you notify ACS in writing to terminate the authorization.
The Direct Payment Plan is dependable, flexible, convenient and easy. To take advantage of this service, complete the attached authorization form and return it to ACS.

**All You Need to Do Is:**

1. Fill in your name at the top of the form.
2. Mark the box before type of account to indicate whether your payment will be deducted from your checking or savings account.
3. Attach a voided check for verification of all financial institution information. If you are unable to attach the voided check, please be sure you fill in your account number and routing number.
4. This authorization authorizes ACS to debit your account on a regular basis. If your checking account authorized for this debit has a debit filter/block in place, please contact ACS to obtain our company ID. This 10 digit number will need to be provided to your bank to allow the debit transaction to process through your account successfully.
5. **Be sure to sign the attached form and return it to ACS:**

**Mail to: Albany Christian School**

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6. Call the Business Office if you have questions: 541.928.1110 ext.204