

# Direct Answers To Questions About Electronic Payment (VANCO)

**Q. What is Electronic Payment?**

A. Electronic payment is *automatic* bill payment whereby your payment is deducted automatically from your checking or savings account

**Q. What is the advantage of electronic payment?**

A. It saves time. It saves work. It simplifies your life. You can avoid the hassle of writing and mailing checks.

**Q. How can you transfer money from my account?**

A. Only with your authorization.

**Q. When is the electronic payment transferred from my account?**

A. On its due date. You never have to worry about forgetting a payment or mailing it on time.

**Q. If I do not write checks, how do I keep my checkbook balance straight?**

A. Since your payment is made at a pre-established time, you simply record it in your check register on the appropriate date.

**Q. Without a canceled check, how can I prove I made my payment?**

A. Your bank statement gives you an itemized list of electronic payments. It is your proof of payment.

**Q. Is electronic payment risky?**

A. Electronic payment is less risky than check payment; it cannot be lost, stolen or destroyed in the mail. It has an extremely high rate of accuracy.

**Q. What if I change bank accounts?**

A. Notify us and we will give you a new authorization form to complete.

**Q. How much does electronic payment cost?**

A. It costs you nothing. Plus you save the cost of stamps, checks and envelopes.

**Q. What if I try electronic payment and don't like it?**

A. Notify your school. But once you've enjoyed the convenience, time and money savings of electronic payment, we doubt you will want to go back to paying bills the way you did before.

**Q. How do I sign up for electronic payment?**

A. Complete and sign the authorization form below and return it to us along with a voided check or savings deposit slip.

**Please note: There is a \$5.00 annual charge per family to cover the costs of this program.**

**St. Paul Parish School**

**ES5748**

<b>For Office Use Only</b>	Student(s) Name		Date
Name on Account (Please Print)			
Address			
City		State	Zip
<b>Authorization Form</b>			
Inception Date: _____		<input type="checkbox"/> Change Tuition Amount	<input type="checkbox"/> Change Financial Institution Account
<input type="checkbox"/> New Authorization		<input type="checkbox"/> Change Payment Date	<input type="checkbox"/> Discontinue Electronic Payment
<b>Tuition Payment Plan</b> – Transferred on either the 5 <sup>th</sup> or the 20 <sup>th</sup> of each month. CIRCLE ONE: 5 <sup>th</sup> 20 <sup>th</sup>			
<b>11/10 Month Plan (Jul/Aug through May)</b> <i>Please circle July or August to start</i>		Monthly Tuition Payment: \$ _____	
		Tuition Payment Total for Year: \$ _____	
		Tuition Payments to Begin on: July/August 5 or 20, 2011	
Please take my tuition payment directly from the account specified:			
<input type="checkbox"/> Checking Account (attach a voided check)		<input type="checkbox"/> Savings Account (attach a savings deposit slip)	
Routing #: _____ <b>Routing number must start with 0, 1, 2, or 3, is 9 digits long, and is located at bottom of check between these symbols []:[]:</b>		Account #: _____	
I authorize <b>St. Paul Parish School</b> to process debit entries to my account. I have attached a voided check or savings deposit slip. This authority will remain in effect until I give reasonable notification to terminate this authorization. I understand there will be <b>a \$20.00 NSF fee</b> automatically charged to my account for any insufficient funds (NSF) transactions. <b><u>We will be enforcing the \$20.00 fee.</u></b>			
Authorized signature on my account: _____			Date: _____
<b><u>Please attach a voided check or savings deposit slip.</u></b>			