

Date: \_\_\_\_\_/2019

## PREAUTHORIZED PAYMENT WITHDRAWAL PERMISSION FORM

Birchland Tree House Play Care is given permission to withdraw the amount below to pay for daycare and preschool fees.

Date of withdrawal: **1<sup>st</sup> of each month**

**Cancellation of Payment** – If the client or Birchland Tree House Play Care isn't able to collect the fees via automatic withdrawal then a cheque or email transfer will be required; so care will not be interrupted. To stop payment notify the director or manager as soon as possible, if the payment request has already be processed NSF charges may still apply

**Insufficient Funds** – If the payment is rejected for any reason a service charge of 40.00 will be applied to the invoice. If payment is rejected 3 times payment suspension of care until entire balance is paid.

**Notice of Change** – All request for change of account or for cancellation must be give in writing. 7-10 business days will be required to process any request.

**Monthly Payment amount** – Clients that receive inconsistent payment amounts will receive an invoice before the payment withdrawal date. If regular monthly payments need to be changed, an invoice will be sent via email.

\_\_\_\_\_  
Client Name

\_\_\_\_\_  
Signature

### **Banking Information**

Bank or Credit Union Name: \_\_\_\_\_

Amount to be withdrawn: \_\_\_\_\_ CONSISTANT / CHANGING

If the amount changes from month to month a invoice will be sent to you before the withdrawal from your account

**\*\*Please attach a void chq or a preauthorized payment form from your bank\*\***

**VOID CHEQUE HERE**