

# Excel in Giving Authorization Form – St. Michael Lutheran School

**Total of amount of monthly payments should equal total tuition due per school year.**

***As a reminder, all changes, (stop dates, amounts, banking information, overages) must be done in writing by the account holder.***

FOR OFFICE USE ONLY	STUDENT #	DATE
Effective date of authorization: ____/____/____ Name of student: _____		
Type of authorization: <input type="checkbox"/> New authorization <input type="checkbox"/> Change payment amount <input type="checkbox"/> Change payment date <input type="checkbox"/> Change banking information <input type="checkbox"/> Discontinue electronic donation		
Last Name		First Name
Address		
City		State      Zip
Email		
<b>Tuition Payment Plan</b> (please check one): <input type="checkbox"/> 9 Month Plan (Sept through May) <input type="checkbox"/> 12 Month Plan		
<b>Date of first payment:</b> ____/____/____ (mm//dd/yy)	<b>Date of payment:</b> <input type="checkbox"/> Monthly on the 1 <sup>st</sup> <input type="checkbox"/> Monthly on the 15 <sup>th</sup> <input type="checkbox"/> Semi Monthly on the 1 <sup>st</sup> & 15 <sup>th</sup>	<b>Amount of ongoing payment:</b> \$ _____  <b>Total amounts of monthly payments should equal total tuition due per school year.</b>
<b>CHECKING / SAVINGS</b>	Please debit payments from my (check one): <input type="checkbox"/> Savings Account (contact your financial institution for Routing #) <input type="checkbox"/> Checking Account (attach a voided check below)	Routing Number: _____ <b>Valid Routing # must start with 0, 1, 2, or 3</b>  Account Number: _____ 
	I authorize the above organization to process debit entries to my account. I understand that this authority will remain in effect until I provide reasonable notification to terminate the authorization.  Authorized Signature: _____ Date: _____	

***In the event that a payment is returned as unpaid, I understand St. Michael Lutheran School may charge a return item fee, up to the maximum amount allowed by law.***

***If using a checking account, please attach a voided check at the bottom of this page.***