

**AUTHORIZATION AGREEMENT FOR AUTOMATIC DRAFTS**  
St John the Baptist Catholic Parish, Madison D/B/A St. John the Baptist Catholic School



Revised May 2022

**Draft for Additional Account Charges**

**form to be returned by May 25, 2022 to acknowledge intent**

**FAMILY NAME:** \_\_\_\_\_ **EMAIL ADDRESS:** \_\_\_\_\_

- I do NOT wish to participate in a draft for additional charges and will send payments to the SJS Business Office as necessary to cover any additional expenses billed to my account. I acknowledge:
- Outstanding fees are due by the 10<sup>th</sup> of each month.
  - I have access to the FACTS family portal, and it is my responsibility to evaluate the outstanding balance on the account by the 5<sup>th</sup> of each month.
  - Lunch is considered to be a prepaid account. I will ensure sufficient funds are available by the 10<sup>th</sup> of each month to cover lunch charges for the following month.
- I would like to participate in the draft for additional account charges including the lunch account, Before and After School Care (BASC), and general charges billed through FACTS like band and chromebook fees which are determined by the school each year. I (we) hereby authorize St. John the Baptist Catholic School to initiate debit entries to my (our) account indicated and for the named depository to debit the account as specified. I understand and acknowledge:
- All additional fees charged to my account are in accordance with the parent/student handbook and are designated according to the family financial responsibility documentation provided to the school.
  - There may be additional fees required by the school that are not billed to the account or payable by draft. I am still responsible for these fees and will make other payment accordingly (field trips, dues, sports, registration).
  - The minimum amount drafted each month will be \$5, and drafts will occur in \$5 increments.
  - The monthly amount may fluctuate based on the value of the charges billed to my account.
  - The draft will be applied to all charges on my account, and any excess will remain as a credit on my account.
  - I would like to have the draft be sufficient to have a value on the lunch account after the draft of \$ \_\_\_\_\_
  - The maximum amount to be drafted each month will be \$ \_\_\_\_\_ without prior authorization.
  - I have access to the FACTS family portal, and it is my responsibility to evaluate the outstanding balance on the account by the 5<sup>th</sup> of each month if I wish to know ahead of time the amount that will be drafted on the 10<sup>th</sup>.
  - My banking information will be retained by the school to assist with my timely payment of charges.
  - It is my responsibility to update banking information in a timely manner and/or reimburse the school for fees charged by its bank for my failure to do so.
  - I am responsible for any fees incurred from a returned draft as well as the draft amount itself and that payment for a returned draft must occur in another form (cash or check).
  - Electronic or verbal communication with the Business Office is to be considered the same as my written consent.

The account to be used is a (select one) \_\_\_\_\_ Checking \_\_\_\_\_ Savings account

I would like to use the bank account currently on file ending \_\_\_\_\_ (last 4 of account number)

I do not have an account on file or would like to change it to the account listed below.  
I am enclosing a voided check for verification purposes:

BANK \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

ROUTING NUMBER \_\_\_\_\_ ACCOUNT NUMBER \_\_\_\_\_

This authority is to remain in full force and effect until St. John the Baptist Catholic School has received written notification from me (or either of us) of its termination in such time and manner as to afford St. John the Baptist Catholic School a reasonable opportunity to act on it.

NAME(S) OF STUDENT(S) \_\_\_\_\_

PARENT NAME(S) \_\_\_\_\_

**SIGNATURE OF ACCOUNT OWNER** \_\_\_\_\_ **DATE** \_\_\_\_\_

**SPOUSE SIGNATURE (if necessary)** \_\_\_\_\_ **DATE** \_\_\_\_\_