



Automatic Payment Form

An easy way to pay.

Simplify the way you that pay your childcare tuition by enrolling in Automatic Payment. By filling out and signing this form, you authorize Encompass to initiate childcare tuition payments from your account at the institution listed. This authorization will remain in effect until Encompass has received written notification from you of its termination, allowing reasonable time for processing. Encompass will process automatic weekly payments based on the amount due in your account each Friday.

Parent/Guardian Name: _____

Child(ren)'s Name(s): _____

Name of Financial Institution: _____	
Account Number: _____	Routing Number: _____
Withdrawal Amount: \$ _____	Beginning Date*: Friday , _____
<input checked="" type="checkbox"/> Weekly (Transactions done on Friday only)	<input type="checkbox"/> Checking <input type="checkbox"/> Savings
<small>Please check one above.</small>	
<small>* Forms that are received at the Encompass Administrative Office prior to 10:00 Tuesday morning can be processed immediately, with first withdrawal occurring as early as Friday of the same week.</small>	
Please attach for 1st time users or if change in account is requested:	
<input type="checkbox"/> Voided Check (Checking Account) OR <input type="checkbox"/> Deposit/Withdrawal Slip (Savings Account)	

I am cancelling my automatic payment and the last transaction date will be on _____ (Date).

Signature: _____ Date: _____

For Office Use Only: BHC CBC RHC DPC TCC TRB TPC