

**For Credit Card Authorization, complete and return to center management.**

**CREDIT CARD PAYMENT AUTHORIZATION**

I (we) hereby authorize Norridge Park District (called "CENTER" in this Authorization) to initiate recurring credit card charges to the below referenced credit card account for the purpose of collecting childcare related payments. I (we) understand that the charges to the below referenced credit card account will be based on charges that are due and payable at the time of the credit card transaction. I (we) understand that this agreement is between myself (us) and the below referenced "CENTER". I (we) authorize CENTER to utilize Tuition Express\* to capture, create, and transmit all credit card information. I (we) indemnify and hold harmless, Tuition Express from any and all liability resulting from any and all transactions. All disputes will be directed to and addressed by and between CENTER and the below signed cardholder. **I (we) understand that to properly affect the cancellation of this agreement, I (we) are required to give CENTER written notice of revocation. A minimum of 5 business days is required to affect revocation.**

**PLEASE CONTACT CENTER REPRESENTATIVES FOR CREDIT CARD TYPES ACCEPTED BY CENTER.**

Cardholder Name \_\_\_\_\_

Phone # \_\_\_\_\_

Cardholder Billing Address \_\_\_\_\_

Account Number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Expiration Date \_\_\_\_\_

Cardholder Signature \_\_\_\_\_

Date \_\_\_\_\_

\*Tuition Express is an assumed business name of Blum Investment Group, Inc.

For Official Use Only:

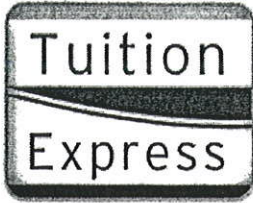
Date Received: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

The Norridge Park District will assess a NSF (Not Sufficient Funds) charge of \$25 to declined credit cards or insufficient funds in checking or savings accounts attached to the Tuition Express automatic payment program. Recovered monies are taken in a cash or credit card, in person, payment only.

Please note: if the Academy receives 3 Tuition Express NSF checks/savings accounts or credit card declinations in a 12 month period the family will be put on a CASH or CREDIT CARD, in person only, payment plan.

Record Retention Notice: The child care provider shall retain all parent (client) authorization forms in a secure location for a period of two years from the date of client withdrawal from the Tuition Express™ program.



## Hop aboard the Tuition Express and never write a check again!

As your childcare provider, we are excited to offer you the convenience of automatic tuition payments through Tuition Express. You'll no longer need to write a check or remember your checkbook when you're picking up your child at the end of a hectic day. Your payment will be safely and securely processed by Tuition Express, giving you peace of mind that your tuition has been paid on time! It's easy to enroll and even easier to participate. You'll be joining tens of thousands of parents nationwide who enjoy the ease and convenience of Tuition Express.

To learn more about Tuition Express, automatic payment notifications or reviewing your payment history, please visit [www.tuitionexpress.com](http://www.tuitionexpress.com).

### For Bank Account Authorization, complete and return to center management.

#### ELECTRONIC FUNDS TRANSFER AUTHORIZATION

I (we) hereby authorize Norridge Park District, (called "CENTER" in this Authorization) to initiate debit entries to my (our) Checking or Savings Account indicated below at the depository financial institution indicated below (called "DEPOSITORY" in this Authorization). I (we) authorize CENTER to withdraw sufficient funds to pay my (our) regular childcare tuition and/or other childcare related fees that are due and payable. I (we) authorize CENTER to use the third party sender, Tuition Express\* to process all payments. I (we) acknowledge that the origination of Automated Clearing House (ACH) transactions to my (our) account must comply with the provisions of United States Law.

**Credit Union Members: Please contact your Credit Union to verify account and routing numbers for automatic payments.**

Your Name _____		Phone # _____	DEPOSITORY - Bank or Credit Union Name _____		
Address _____		Bank or Credit Union Address _____			
City _____	State _____	Zip _____	City _____	State _____	Zip _____
			Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings		
Routing Transit Number (see sample below) _____			Account Number (see sample below) _____		

This authorization will remain in full force and effect until I (we) notify the CENTER in writing of its termination in such time and in such manner as to afford Tuition Express and DEPOSITORY a reasonable opportunity to act upon it. Notices must be received at a minimum of 5 business days in advance of the termination date.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Record Retention Notice:** The child care provider shall retain all parent (client) authorization forms in a secure location for a period of two years from the date of client withdrawal from the Tuition Express™ program.

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John Smith Sally Smith 123 Main Street Anytown, CA 91234	1420
PAY TO THE ORDER OF _____	DATE _____
Amount Bank Anytown, CA 91234	\$ _____
MEMO _____	DATE _____
⑆ 105742104⑆ 5762451⑆ 1420	

Routing Transit Account Check  
Number Number Number

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Please attach a copy of a voided check here. Deposit slips not accepted.