



Menlo School

50 Valparaiso Avenue
Atherton, California 94027-4400
Business Office
Tel 650.330.2001 ext. 2575

DIRECT DEBIT AUTHORIZATION FORM

2021-2022

Please complete this Direct Debit Authorization Form and return with a voided check to the Menlo School Business Office.

Please note that this service is not available for brokerage accounts.

Name of Responsible Party: _____

Street Address: _____ City, State, Zip: _____

Home _____ Alternate _____

Phone: _____ Phone: _____

Bank name: _____ ABA No. _____ Account No. _____

Student _____ Student _____

Name(s): _____ ID No(s): _____

Please check payments authorized for Direct Debit:

One Payment

Two Payments

Ten Payments

_____ **(June 1)**

_____ **(June 1 & Sept. 1)**

_____ **(June 1 to March 1)**

I authorize Menlo School to charge my checking account on each payment date of my payment plan selection, with the deduction payable to Menlo School. I agree to have funds available in my checking account on the dates for the payments selected above and in accordance with the 2021-2022 Enrollment Agreement(s) for the above-referenced student(s). A record of each charge will be included in my regular bank statement and will serve as my receipt. In making this authorization, I agree to all the Terms and Conditions set forth below.

By _____

Date _____

Signature of Participant

Direct Debit Terms and Conditions:

First withdrawal date: Once the Direct Debit payment for your account is established, payments will be withdrawn from your checking account on the scheduled payment dates shown above for the selected payment plan, and will be payable to Menlo School. A record of each charge will be included in your regular bank statement and will serve as your receipt.

Placing a "Stop Payment": You have the right to stop payment by notifying your bank five business days before the checking account is charged.

Returned payments: Any payment returned to Menlo School for insufficient or unavailable funds will be charged a fee of \$50. The sum of the returned payment and the \$50 fee will be immediately due and payable by check delivered to Menlo School, or by making sufficient funds available and notifying Menlo School of such funds availability. Withdrawals refused for two months (for the Ten Payment Plan option) will result in automatic cancellation of the Direct Debit Authorization, and the entire tuition balance for the year will become due and payable immediately.

This Direct Debit Authorization is to remain in effect until the account obligation is fully satisfied, this authorization is cancelled by Menlo School, or Menlo School receives a written notice by the account holder at least five business days before the withdrawal occurs.

Menlo School is not responsible for errors made by financial institutions. Please keep a copy of this agreement for your records.

ATTACH VOIDED CHECK IN THIS AREA