

Saint John's School Vanco Form 2012 - 2013

Saint John's School of Little Canada
2621 McMenemy Street
Little Canada, MN 55117
(Phone) 651-484-3038, (Fax) 651-481-1355
Accounting: Mary Tyler 651-288-3223
mt Tyler@stjohnsoflc.org

Financial Account Holder's Name(Please Print)		
Address		
City	State	Zip
Account holder: Mark what type of change(s): Date Form is Effective: _____		<input type="checkbox"/> Change Payment Date <input type="checkbox"/> Change Financial Institution and/or Account <input type="checkbox"/> Discontinue Electronic Payment
<input type="checkbox"/> New School Year Authorization <input type="checkbox"/> Change Payment Amount		
Tuition Payment Plan Options– Please Circle One ~ Transferred on either the 5th, 15th or 25th -		
<input type="checkbox"/> 11 Monthly Payments: July 2012 – May 2013		Monthly/Quarterly Tuition Payment \$ _____
<input type="checkbox"/> 4 Payments: July, October, December, & February		Tuition Payment Total: \$ _____
<input type="checkbox"/> Special Arrangements (_____ through _____)		Date Tuition Payments are to Begin: _____
Please take my payment directly from the account specified: Please attach a voided check, savings deposit slip or <input type="checkbox"/> use one on file.		
<input type="checkbox"/> Checking Account		<input type="checkbox"/> Savings Account
Routing #: _____ Routing number must start with 0, 1, 2, or 3, is 9 digits long, located at bottom left corner of check.		Account #: _____
I authorize Saint John the Evangelist School and Vanco Services, LLC to process debit entries to my account. I have attached a voided check or savings deposit slip. This authority will remain in effect until I give reasonable notification to terminate this authorization.		
Authorized signature on my account:		Date:

** Please call Mary Tyler in Accounting at #651-288-3223 with any questions **

NOTE: There is a \$20 fee for any returned automatic withdrawals. There is also a \$20 handling fee for any changes made to your Vanco drafts. Notice needs to be provided to the school accountant in writing 3 days prior to your draft date by 11am.

For Office Use Only	Entered in Vanco by:	Date Entered:
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