

Saint John's School Eagle Club Vanco Form 2010 - 2011

Saint John the Evangelist School
2621 McMenemy Street
Little Canada, MN 55117
(Phone) 651-484-3038, (Fax) 651-481-1355
Accounting: Mary Tyler 651-288-3223

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"/> New School Year Authorization <input type="checkbox"/> Change Payment Amount		<input type="checkbox"/> Change Payment Date <input type="checkbox"/> Change Financial Institution and/or Account <input type="checkbox"/> Discontinue Electronic Payment
Tuition Payment Plan Options– Please Circle One ~ Transferred on either the 5 th , 15 th or 25 th		
<input type="checkbox"/> 11 Monthly Payments: July 10 – May 11	Monthly Eagle Club Payment \$ _____	
<input type="checkbox"/> 4 Payments: July, October, December, & February	Eagle Club Payment Total: \$ _____	
<input type="checkbox"/> Special Arrangements (_____ through _____)	Date Eagle Club 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 11 am.

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