

EAGLE CLUB VANCO FORM 2009-10

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"/> Change Payment Date <input type="checkbox"/> New School Year Authorization <input type="checkbox"/> Change Financial Institution and/or Account <input type="checkbox"/> Change Payment Amount <input type="checkbox"/> Discontinue Electronic Payment		
Tuition Payment Plan Options – Transferred on either the 5 th , 15 th or 25 th - Please Circle One		
<input type="checkbox"/> 9 Monthly Payments: September 08 – May 09	Monthly/Quarterly Tuition Payment \$ _____	
<input type="checkbox"/>	Tuition Payment Total: \$ _____	
<input type="checkbox"/>	Date Tuition Payments are to Begin: _____	
<input type="checkbox"/> Special Arrangements (_____ through _____)		
Please take my contribution directly from the account specified:		
<input type="checkbox"/> Checking Account (attach a voided check)		<input type="checkbox"/> Savings Account (attach a savings deposit slip)
Routing #: Routing number must start with 0, 1, 2, or 3, is 9 digits long, and is located at bottom of check between these symbols □:□:	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 attach a voided check or savings deposit slip.		

** 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 the timing of 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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