



ACH Direct Debit Authorization

ACH Direct Debit is the preferred method of payment at Montessori Academy. To set up,

- 1) Complete ACH Authorization Form.
- 2) MA will set up Direct Debit. The first debit will be the \$150 Materials Fee and the first month's tuition payment. Monthly tuition payments will then process through Direct Debit.

Additional Payment Methods include: Electronic Check via [Family Portal Account](#), Online Bill Pay through your bank, cash or check.

I hereby authorize First Horizon Bank to initiate a debit entry to the bank account indicated below based upon the **balance due** for tuition and fees on the FACTS SIS Account (formerly ParentsWeb). It will be debited on the due date for monthly tuition or fees.

Bank Name: _____

City & State: _____

Routing Number: _____

Account Number: _____

Checking Account

Savings Account *(Choose One)*

This authorization is to remain in effect until Montessori Academy receives written notification of its termination, or the child is no longer enrolled at Montessori Academy and all fees are paid.

Parent/Guardian Name: _____

Name of Enrolled Child(ren): _____

Parent/Guardian Signature: _____

Date: _____

Please submit completed ACH Authorization to:
Anna Sitter, Finance & Operations Director - Montessori Academy, Inc.
asitter@montessoriacad.org