



HOLY CROSS ELEMENTARY SCHOOL

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September 1, 2023

Permission Authorizing EFT Payments For Occasional Fees Charged by a School - 2023-2024

Dear Parents,

Holy Cross Elementary introduced the use of electronic funds transfers (EFTs) effective September 2021 to collect incidental fees from families. In practical terms, what this means is that when the school notifies you of an incidental fee for your child (for example, a field trip fee, or a hot lunch fee) that these funds will be debited directly from your bank account by the school. We have introduced this process to help automate our payments processing and reduce the need to handle physical cash/cheques. In order to do this, we require your authorization and a copy of a void cheque.

Please note that Holy Cross School will only withdraw the specified amount after first having notified you of the amount and purpose for which the fee is being levied and the date that the funds will be debited from your account. In introducing this payments process, it will reduce substantially the school's overhead (collecting physical cash, the depositing of such cash at the bank, its reconciliation not to mention avoiding cases where a child might lose the money on the way to school).

I, _____, (PRINT NAME), consent to Holy Cross Elementary School debiting from my bank account payment for incidental activities related to my child's education that occur during the course of the **2023-2024** school year recognizing that the school will only do so after first informing me of the activity, its cost and the date the funds will be withdrawn from my account.

Signature: _____ Date: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Bank Information (please complete OR provide a VOID cheque)

☐ If you wish to use the same account we are debiting your 2023/2024 tuition from, please check here.

Name of Bank: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Bank Account Number: _____

Transit Number: _____