



## HOPKINS HOUSE EasyPay Sign-up Form

This form authorizes the Hopkins House Finance Department to automatically charge your preschool academy tuition payments to your debit or credit card. Payments will be automatically processed on the Friday prior to delivery of services. Please complete all spaces below, sign, and place form in locked Tuition Payment Box.

Type of Card:  American Express  Discover Card  MasterCard  Visa

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ / \_\_\_\_\_  
Month Year

Card Holder's Name: \_\_\_\_\_ Charge: \$ \_\_\_\_\_ per \_\_\_\_\_  
As it appears on the card Week or Month

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Associated with card

Child(ren)'s Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Month Day Year

Academy:  Helen Day Preschool  Innovative Preschool  James L. & Juliette McNeil

### Privacy Statement:

Credit card and bank account information you provide to Hopkins House is for the sole use of the Hopkins House Finance Department in processing tuition payments. You must have funds sufficient to pay the tuition amount on the scheduled payment date. No payments to Hopkins House shall be deemed to have been made unless and until Hopkins House receives actual credit.

Hopkins House reserves the right to refuse or terminate EasyPay services. This agreement will remain in effect until we terminate it by written notice or until we receive notification from you requesting termination. You must provide notice by the close of business on the Thursday prior to the week of service.

*For office use only:*

Beginning Balance: \$ \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Finance Manager Name (Print) and Signature Month Day Year

Confirmed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Vice President Name (Print) and Signature Month Day Year

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_