

AutoPay Lunch Money Program Enrollment Form

Date Your Account will be Charged or Drafted The 1st of Each Month

Please mark your records. You have been set up for the automatic lunch money program. Your account will be charged or drafted on the 1st of each month to pay for your child's lunches throughout the month. Please send this completed form and a voided check to your child's school prior to the 10th of the current month to have your account charged or drafted the following month. (Or enroll online @ <http://www.wcpss.net/auxiliary/nutrition>). Returning students 1st automatic payment will begin on 9/1/02.

School: _____	<u>Determine Amount to be Charged / Drafted</u>			
Student Name: _____	Bkf(a)	Lunch(b)	Extras(c)	Total per Month
Student's Lunch #: _____ Grade: _____	\$ _____	\$ _____	\$ _____	\$ _____
A (<input type="checkbox"/>) VISA / MASTERCARD Credit Card Number _____ Exp. Date _____				
B (<input type="checkbox"/>) BANKDRAFT - Savings Bank ABA # (9 digits) _____ Acct # _____				
C (<input type="checkbox"/>) BANKDRAFT – Checking * Include a Voided Check				
Parent Name: _____				
Parent Address: _____				
Parent Email Address: _____ Daytime Phone: _____				
<i>Please allow 20 days to be set up</i>				

Preauthorization Form

I (we) hereby authorize Wake County Public School System and Automated Payment Systems, Inc. (APS), its agent to initiate debit or credit entries to my account by funds transfer and/or automated clearing house ("ACH") transfer or credit card payment (based upon my selection of payment as shown above) for the purpose of paying my child's lunch fees due the school on a monthly basis. A \$2.00 program fee will be assessed to my bank account or charged to my credit card each month along with the monthly amount shown above. I may amend the amount to be charged/drafted each month by contacting my school's cafeteria manager.

This authority is to remain in full force and effect until I notify Wake County Public School System that I wish to end this agreement and Wake County Public School System has had reasonable time to act on it, or until Wake County Public School System or my bank has sent me 10 days written notice that they will end this agreement.

I understand that in the event my account has insufficient funds to cover the monthly lunch money payment drafted, or my draft rejects due to any other reason, or my credit card is declined, a \$25.00 reject/declination fee will be assessed per draft/charge. It is my duty to notify Wake County Public School System at least 15 days prior to a scheduled payment of any changes made to my designated account.

I am an authorized party of the Account listed above, and am exercising my powers as such.

Authorized Signature

Date

(ATTACH A CHECK MARKED VOID FOR BANKDRAFT OPTION C)



AutoPay Lunch

A Convenient Way of Paying for Your Childs' Lunches throughout the Entire School Year

Wake County Public School System is pleased to offer parents a new convenient automatic lunch money program for our students. Simply complete the form and return to your school by the 10th of the month. Your child will be enrolled in the Automatic Lunch Money Program from September through May each school year. Your bank account will be drafted or your credit card charged on the 1st of each month. The program will continue from school year to school year, unless notified by parents. Returning students first automatic payment will begin on **9/1/02**.

How the Program Works

- ◆ **No More Trips to the School** You won't have to worry about your child's lunch money being received at the school. Your bank or credit card statement will reflect your payment was automatically made. The payment is posted to your child's lunch money account on the 1st of each month.
- ◆ **Your Payment is Made on Time** The Automatic Lunch Money Program will provide you with the Assurance your payment is made on Time. You don't have to wonder, "Did I send lunch money this Month?"
- ◆ **Convenience in Making your Payment** You do not have to take the time to make out a check or have A never-ending supply of dollars \$\$\$ to fund your child's daily lunches.
- ◆ **Easy Reconciliation** Your bank or credit card statement will show the amount of your automatic lunch money and a \$2.00 program fee each month.
- ◆ **Simple Enrollment** Simply sign up for the payment option you prefer. Include a voided check of the bank account to be drafted when selecting the bank draft option.
- ◆ **Control of Your Child's Lunch Money** You now are **certain** your money is paying for your child's food at school.
- ◆ If a monthly automatic lunch money draft rejects or a credit card is declined more than two times per school year, the Automatic Lunch Money Program will **no longer be available** for the remainder of the school year.

How You Enroll

1. Send this completed form to your child's cafeteria manager or enroll online @ <http://www.wcpss.net/auxiliary/nutrition>.
2. Remember to notify your school of any changes at least 15 days prior to a scheduled draft. If you change bank accounts, simply send a new voided check.
3. You may discontinue the program at any time by giving your school 15 days advance notice.
4. Your bank or credit card statement will show the amount paid to your child's account each month.
5. Any credit balance will be carried over to your child's account for the following school year.
6. If a parent is **relocating** outside of Wake County Public School System, refund requests may be made, allowing 15 days advance notice.