



Lunch Money Options

Now There is No More Forgetting to Pay for Your Child's Lunches throughout the Entire School Year

Wake County Public School System is pleased to offer parents various payment options to take the worry out of remembering your child's lunch money.

The **AutoPay Lunch Money Program** is a **recurring** payment method to automatically have your child's lunch money paid for you on the 1st of each month and the money deposited into your child's lunch account. Once you have enrolled, your bank account is drafted or your credit card is charged on the 1st of each month and the money is deposited into your child's lunch account. You decide the monthly amount to have deposited into your child's account on a recurring basis throughout the school year (from September through May). You may enroll by **printing this enrollment form**. You may print this form and send it to your child's school. Or you may enroll online on our **secure enrollment form**.

The AutoPay Lunch Money Program continues from school year to school year. **YOU DO NOT NEED TO REENROLL YOUR CHILD EACH YEAR**. Any credit balance is carried over in your child's account the following school year. Send your completed form to: Wake County Schools, Nutrition Dept., c/o AutoPay Lunch, 1551 Rock Quarry Rd, Raleigh, NC 27611-8041. We must receive your enrollment form or online enrollment by the 25th of the current month to have your child enrolled on the 1st of the following month. Your child will automatically be enrolled in the AutoPay 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. Students first AutoPay Lunch Money Deposit will begin on 09/01 of each school year.**

The **On-Line Payment Option** You may prepay online as often as you wish. Click here to **make an Online Payment**. Features of the Program are provided and you may make your payment of any dollar amount (minimum of \$10.00) on the secure website. We process all on-line payments weekly each Friday afternoon and student's **lunch money accounts are posted the following Monday morning**. We accept debit and credit cards, bank drafts and e-checks.

The **Phone Payment Option** You may call in your payments. Call 1-877-744-5050 to make your payments. You will give the name of your child, your name, your child's school and dollar amount to be paid. We process all phone payments each Friday afternoon and **student's lunch money accounts are posted the following Monday morning**.

Any credit balance will be carried over to your child's lunch account the following school year. If a child is **relocating** outside of Wake County Public School System, refund requests may be made, allowing 15 days advance notice.

If you have any questions, please contact Child Nutrition @ 919-856-2918. Send your completed forms to: Wake County Schools, Nutrition Dept., c/o AutoPay Lunch, 1551 Rock Quarry Rd, Raleigh, NC 27611-8041

Benefits of the Payment Options

No More Trips to the School, Your Payments are Made on Time, Convenience in Making your Payment, Easy Reconciliation – Your bank or credit card statement will show the amount of your AutoPay Lunch Money or On-Line/Phone Payment and a \$3.00 program fee, Control of Your Child's Lunch Money – You now are certain your money is paying for your child's food at school.

Special Note for AutoPay Phone Payment Parents: Remember to notify us of any changes by the 15th of the month for changes to be implemented on the 1st of the following month. If you change bank accounts or credit cards, simply amend your information online. You may discontinue the AutoPay Lunch Money Program at any time by giving us 15 days notice.

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 to: Wake County Schools, Child Nutrition Dept., c/o AutoPay Lunch, 1551 Rock Quarry Rd., Raleigh, NC 27611-8041 prior to the 25th of the current month to have your account charged or drafted the following month. (Or enroll online @ <http://www.wcpss.net>.) Go to the Child Nutrition Department. On the left hand side, click on the AutoPay Lunch Money Program tab. Features of the Program are highlighted. You may then enroll on the secure website. Students 1st Payment will begin on 09/01 each school year.

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 () BANKDRAFT – Checking * Include a Voided Check				
B () BANKDRAFT - Savings Bank ABA # (9 digits) _____ Acct # _____				
C () VISA / MASTERCARD Credit Card Number _____ Exp. Date _____				
Parent Name: _____				
Parent Address: _____				
Parent Email Address: _____ Daytime Phone: _____				
<i>Please allow 5 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 from 09/01 to 05/01 each school year. A \$3.00 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 further understand if an AutoPay Lunch Money draft or On-Line/Phone e-check / draft rejects or a credit card is declined more than **one** time per school year, the programs will **no longer be available** for the remainder of the school year.

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 A)