

**YMCA Child Care Programs**



**Electronic Funds Transfer Information**

The YMCA is pleased to offer Electronic Funds Transfer for payments for our Child Care programs. The convenience of automatic withdrawal reduces the administrative time necessary to manage YMCA programs, maintaining reasonable fees and convenient service for our entire community. To enroll your family in the YMCA’s electronic funds transfer system, please complete the bottom of this form, and return it with your other registration material.

**Eligible Programs:** All YMCA Child Care monthly program fees may be paid by an electronic fund transfer. Families on regular monthly financial assistance may also use this service.

**Draft & Payment Dates:** The YMCA will deduct our posted program fee from your bank account on the 12<sup>th</sup> business day of each month (unless you already have a current YMCA membership payment withdrawn automatically, in which case your electronic fund transfer will be on the same day it has always been). Payments are collected one month in advance of the month of child care (i.e., your payment for child care during the month of September would be deducted on the 12<sup>th</sup> business day in August, and so on).

**Starting Date for Your First Electronic Fund Transfer:** It takes the YMCA one month to activate your electronic fund transfer. As a result, it may be necessary for you to prepay for one or two months of care before your electronic fund transfer begins. If you are registering after August 1, you must include one month’s payment (check, cash, or credit card) with the Electronic Funds Transfer Authorization Form. You will be notified if a second month’s payment is necessary before the electronic fund transfer starts.

**Cancellation & Changes:** The YMCA needs two weeks (14 days) *written* notice before the electronic funds transfer date to alter or cancel your scheduled funds transfer. Any program changes that affect your monthly fees also require 14 days notice *in writing*. Changes and cancellations cannot be made by telephone. **If we do not hear from you in time to cancel or change your electronic funds transfer, the subsequent transfer will be non-refundable.** The YMCA will notify you in advance if any increase in your monthly electronic funds transfer is necessary due to program changes or fee increases.

You are encouraged to **copy** this form and retain the copy for your records.

**Electronic Funds Transfer Authorization Form** (please complete one form per family)

I authorize my financial institution to honor pre-authorized debit entries initiated by the YMCA on my account for child care payments. It is understood that my child care electronic funds transfer will end 14 days after *written* notification has been received by the YMCA. When my financial institution honors the electronic funds transfer by debiting my account, such transaction constitute my receipt for payment. Should any electronic funds transfer not be honored by said financial institution when received by them, it is understood that the payment is to be made by me in the amount of said payment, plus a service fee. Such Non Sufficient Funds (NSF) fees will be the maximum amount allowed by law, will include any applicable taxes, and will be electronically debited from my account. If at anytime there is a charge, deletion, or cancellation of my child care program, it is to be submitted in writing to the YMCA branch where the child care is provided 14 days prior to the day the electronic funds are to be debited to my account. Failure to do so may make the subsequent transfers non-refundable. Changes or cancellations can not be made by telephone. The YMCA will notify me, in advance, of any increase in my monthly child care amount. A voided check is required with all electronic funds transfer applications.

The electronic fund transfer is to be debited to my (initial one type of account): Checking Account Savings Account

The electronic fund transfer will occur on the 12<sup>th</sup> working business day of each month, one month in advance of the month of child care.\*  
 \*If I already have a current YMCA membership payment withdrawn automatically, my child care electronic funds transfer will be on that same day.

_____ Signature of Account Holder	_____ Date	_____ Signature of Parent/Guardian	_____ Date
_____ Name on Account		_____ Financial Institution Name	
_____ Bank Transit/Routing Number (first 9 digits on check)		_____ Account Number of Checking/Savings Account	

Please staple a voided check from the appropriate bank account.