



Language of Love Spanish Immersion LLC
14100 Valley View Road Eden Prairie, MN 55344
Phone: (952)686-4573 **Fax:** (866)330-6122
Federal Tax ID: 46-5223363

Automatic Withdrawal Authorization Form

Client Information

Parent Name: _____

Child's Name: _____

Parent Phone #: _____

Parent Email: _____

Do you want to receive automated receipts every time a payment is processed? YES NO

Account Information

Bank Name: _____

Account Type: Checking Savings

Routing #: _____

Account #: _____

NOTE: For authentication purposes, we also require a voided check or deposit slip. Please attach to this page.

Payment Schedule

I am authorizing Language of Love Spanish Immersion LLC to withdraw tuition according to the following schedule:

Start Date for Payments: _____

Weekly (payment for one week of tuition at a time) Tuition Amount \$ _____

Every Other Week (payment for two weeks tuition at a time) Tuition Amount \$ _____

Account Holder Signature

Date



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Important Information about Automatic Withdrawal

- **Payment Withdrawals.** Language of Love uses PaySimple to administer automatic payment withdrawals. Most of our customers experience the withdrawal on Mondays, but this can vary slightly by bank.
- **Changes.** Please notify Hannah Kokesh, Language of Love's Business Manager, at least one week in advance to make a change to your automatic withdrawal. Please email requests to: hkokesh@yahoo.com
- **Late Pick-up Fees.** Please note that any charges for late pick-ups will be automatically charged to the account on file. The fee for late pick-up past the closing time of 6:00pm is \$1/minute. Fees will accrue until the time the parent and child exit the building.
- **Tuition Rate Changes.** When your child graduates to a new class (example: your infant moves into the toddler room) please email Hannah at hkokesh@yahoo.com to ensure your tuition rate is updated, if applicable. While we do our best to keep track and update rates ourselves, a reminder from the parent is always appreciated.
- **Receipts and Other Financial Documentation Requests.** PaySimple offers automatic receipts via email. Some employer plans will accept the automatic PaySimple receipts, while others have more specific requirements. We are happy to prepare receipts and financial statements to meet your needs upon request. Please email requests to hkokesh@yahoo.com and kindly allow 1-3 business days for processing.