



DATE: Fall 2016

TO: DMPS Childcare Families

FROM: Business Office

TOPIC: Payment Options

We are happy to provide an option for payment of your childcare fees with Des Moines Public Schools. We are partnering with Tuition Express, which will allow us to process fee payments safely, quickly and efficiently. Once you are enrolled in Electronic Funds Transfer with Tuition Express, your weekly fees can be paid automatically using your credit card, debit card or bank account. You may choose to have us set up your account for automatic withdrawal by completing the information attached, please note that by doing this you are authorizing the **full balance on your account to be withdrawn weekly**.

Alternatively, you may choose to have your own account set up on www.tuitionexpress.com where you will log in to initiate the money withdrawn from your account as you direct. If you choose to set up your own account to initiate payments, you will need to contact Ashley at ashley.williams@dmschools.org. She will then send you an email with your Tuition Express ID number and a four digit registration code. The other benefit of enrolling online is you will also be able to view your balance and receipts online.

All transactions must be a minimum of \$10.

The online payments that you initiate are NOT instantly applied. They do not get applied to your account until the next BUSINESS day IF payment is made before 1PM CST.

If you would like to use the automatic payment withdrawal service, please complete the form below and return it to the Business Office at 2323 Grand Ave Des Moines, Iowa 50312, email it to Ashley.williams@dmschools.org or fax to 242-8295. Individual credit and debit card payments may also be made in person at the Business Office or upon check-in at your child's site daily. If you have any questions, you may contact Ashley at 242-7920. Please print all information legibly. If the Business Office has to credit your fees back to your card the credit may not post to your card/account for up to five business days. If you used this service last year and you have had changes with the information submitted last year please complete a new form. If you changed programs you will need to fill out the forms again and/or get re-registered for Tuition Express Online to initiate online payments yourself. If at any time you get an updated card or new expiration date, please contact Ashley Williams so your file can be updated and no payments are missed.

*Metro Kids Program, 2100 Fleur Drive, Des Moines, Iowa 50321
Cowles, PreK and Walnut Street/EELC, 2323 Grand Avenue, Des Moines, Iowa 50312
515-242-7951, Fax 515-242-8295 Web site: www.dmschools.org*

Persons with disabilities who need information about accessibility to the building or who need sign or language interpreters, please call 242-7951.

It is the policy of the Des Moines Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you believe you have (or your child has) been discriminated against or treated unjustly at school, please contact the Equity Coordinator, Isaiah McGee at 2323 Grand Avenue, Des Moines 50312, IA 50263, 515-242-7662 Isaiah.mcgee@dmschools.org

Completing these forms authorizes funds to be automatically withdrawn weekly for the total balance due on account. Funds are typically withdrawn on Tuesdays.

Electronic Funds Transfer authorization for Credit/Debit Card

MasterCard Visa Discover American Express

Name of credit card holder: _____

Credit Card Account Number: _____

Expiration Date: _____

Home Address: _____

Telephone Number: _____ (home) _____ (work)

Email address: _____

1st Child's Name: _____

2nd Child's Name: _____

3rd Child's Name: _____

Program (please circle): Metro Kids Cowles PreSchool Walnut Street/EELC

Signature _____ Date _____

By signing this document, I authorize the Des Moines Public School District to charge all expenses related to childcare services for the child/children listed above. I understand that I may revoke this authorization for future charges by contacting Ashley, (515) 242-7920 or 2323 Grand Des Moines, Iowa 50312. Revocation of this authorization may result in the child being dropped from the program. A minimum of 5 business days is required to affect revocation.

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Electronic Funds Transfer authorization for Bank Account

Account type (please circle) Checking Account Savings Account

Name of account holder: _____

Bank Name _____

Routing Number (first series of numbers) _____

Account Number (second series of numbers) _____

Telephone Number: _____ (home) _____ (work)

Email address: _____

1st Child's Name: _____

2nd Child's Name: _____

3rd Child's Name: _____

Program (please circle): Metro Kids Cowles PreSchool Walnut Street/EELC

Signature _____ Date _____

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