

# Credit Card Authorization for Tuition Payments Sunbeam Children's Center



We are excited to offer the safety and convenience of Authorize.net for automatic payment processing of your tuition payments. It allows us to set up reoccurring or one-time payments.



## Authorization for Credit Card

I (we) hereby authorize Manassas St Thomas United Methodist Church to initiate reoccurring or a one-time credit card charge to the below referenced credit card account. **To properly affect the cancellation of this agreement, I (we) are required to give 10 days' written notice.**

\_\_\_\_\_  
Card Holder Name Phone Number

\_\_\_\_\_  
Card Holder Address City State Zip

\_\_\_\_\_  
Last 4 Digits of CC Number Expiration Date Tuition Amount

\_\_\_\_\_  
Signature Today's Date

\_\_\_\_\_ Check if you wish to make reoccurring credit card payments.  
Reoccurring payments will be charged:

- Daycare - Every Monday**
- Preschool - The first of each month**

\_\_\_\_\_ Check if you wish to make a one-time payment

<b>For Official Use Only</b>
_____
Date Received
_____
Employee Signature

-----<CUT HERE>-----

\_\_\_\_\_  
Full Credit Card Number Expiration Date

\_\_\_\_\_  
Today's Date

*For security this section of the form will be shredded after the information is entered into Authorize.net.*