



Dear Parents,

Mary Linsmeier Schools would like to offer you a more efficient and convenient way to make your payments, by automatically withdrawing the payments from your bank account.

Currently your payment needs to be received in our office by the first day of the billing period in order to receive the early pay discount. With the automatic withdrawals your payments will be deducted four business days after the first day of the billing period, and you will still receive the early pay discount.

A billing statement will be emailed to you on the second day of the billing period detailing your account balance, and the amount to be deducted. If for any reason you need to cancel the automatic payment; you must contact the office 24 hours before the deduction date, and the payment will not be processed.

If you are interested in this service please complete the included authorization agreement. For any questions please contact us at 262-781-3636 or 1-800-467-8081.

Sincerely,

Mary Linsmeier Schools