# Tuition™ Express

## Automated Payment Processing
## Safe – Convenient – Easy

We are excited to offer the safety, convenience and ease of Tuition Express™ – an automatic payment processing system that allows on-time tuition and fee payments to be made from your bank account.

## ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR BANK ACCOUNT AUTHORIZATION

I (we) hereby authorize ___GOD'S BRIGHT TREASURES MINISTRY, INC._____ (business name) to initiate debit entries to my (our) Checking or Savings Account indicated below. To properly affect the cancellation of this agreement, I (we) are required to give 10 days written notice.

Credit Union Members: Please contact your Credit Union to verify account and routing numbers for automatic payments.

_____
Your Name                                               Phone #

_____
Address                          City                          State                          Zip

_____
Bank or Credit Union Name

_____
Bank or Credit Union Address     City              State         Zip

☐ Checking     ☐ Savings

_____
Routing Transit Number (see sample below)          Account Number (see sample below)

_____
Signature                                               Date

☐ Check if you wish to make online payments

| For Official Use Only |
| --- |
| Date Received |
| Employee Signature |

John Sample
Mary Sample
123 Nice Street
Anytown, USA

BANK OF THE WEST
555-555-5555

00226

Pay to the
order of: _____ Attach Voided Check Here _____ $

_____ Deposit slips not accepted _____ Dollars

⑆123456789⑆ 1800338⑈ 0226

Routing Number     Account Number     Check Number

**A service of**

**procare**
SOFTWARE®

**How to Enroll:** Please complete the authorization form. Remember to attach your voided check which provides verification of your bank account numbers. You may choose only one of the Tuition Express (TE) payment options, either the Automatic Payment that GBT creates or the Online Payment you create. At this time GBT only allows electronic payments from a checking or savings account. To make payments that you create, please check "√" the box for online payments. If you want automatic payments that GBT initiates, then leave the online payment box "unchecked".

**Automatic Payment Processing Schedule:** For weekly tuition accounts electronic payments are initiated on Fridays of each week. When the payments are created on Friday by 6:00 p.m. ET (Eastern Time) GBT will usually receive the payments on Monday which is when tuition is due. We cannot state the exact day you will see the withdrawal from your account because each bank has different procedures for posting payments but you should see the withdrawal from your bank account within 1 – 2 business days. We recommend that you have the funds available in your bank account by Friday of each week and that you monitor the withdrawals from your account.
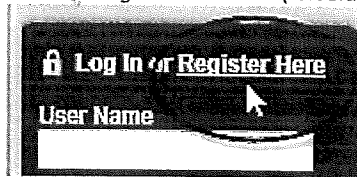
For the Half-Day Preschool Program which has monthly tuition, the payments are processed on the first day of the month. You should see the withdrawal from your bank account within 1 – 2 business days after that.

**Weekends and Bank Holidays:** Electronic payments are not processed on the weekends or bank holidays. When a payment date falls on a weekend (monthly tuition only) or on a bank holiday, the payment will process on the next available business day.

**What is TuitionExpress.com?** This is the website where you can create an online account to sign up for email notifications for electronic payments, print reports, and make your online payments (only if you selected this option on the authorization form). Once GBT receives your completed authorization form and your account is created, you will receive your TE ID number from the GBT office staff.

**How to Register at TuitionExpress.com:**
1. Go to TuitionExpress.com.
2. Click the *Register Here* link (left side under TE logo) to set up your account.



3. Then enter the *Tuition Express ID* number given to you by the GBT office staff.
4. Enter your *Registration Code*. This will be the last 4 digits of the bank account number you submitted to GBT on the authorization form.
5. Select a Username and password and keep for future reference. Then Confirm the Password and click Register. Hint: Forgot your username or password? Just re-register with the ID number and Registration Code.
6. Follow the on screen instructions to complete the process.

**How to Create Email Notifications:** To receive email notifications from GBT when payments are automatically collected from your bank account, click *My Profile* (left side). Then enter or change your Email Address. Check the box to *Receive Notifications* and click *Update*. You will need to verify the email address by clicking the link within the email you will receive as verification. This link will return you back to the Tuition Express Website. You should still be logged in. If not, please log in again. Please note that the Notifications will express the time for the batch received as Pacific Time.

**How to Print Reports:** To print a report like a Payment Summary or Transaction Receipt, click *Report* (left side) and select a report from the drop down list.