Your name: _____
PLEASE PRINT

ACH Debit Authorization Form

I have agreed to pay my membership in the MANHATTAN ARTS CENTER by Automated Clearing House (ACH) Debit. I hereby authorize the MANHATTAN ARTS CENTER to pay and charge my account any drafts or debits drawn (and if necessary, initiate adjustments for any transactions debited in error) on my account by Kansas State Bank, provided my account has sufficient funds to cover such debits. I further agree that treatment of such orders will be the same as if I personally signed or initiated the debit or draft, and that this authority will remain in effect until the MANHATTAN ARTS CENTER receives written instructions to cancel this service three days before my account is charged. In addition, I agree that if any such draft or debit is dishonored, for any reason, the MANHATTAN ARTS CENTER shall not have any liability. Furthermore, I agree that the information contained on this form may be disclosed to the financial institution for which my payments will be deducted.

_____ _____
Authorized **Signature** on account Date

_____ _____
Second **Signature** (if auto. deduction from joint account) Date:

YOUR BANK INFORMATION

_____
Name of Financial Institution (include branch location)

_____
Address of Financial Institution

_____ _____
City/State/Zip Telephone Number

_____ _____
Financial Institution ABA Routing Number: Starts with 0, 1, 2, or 3, is 9 digits long, located at bottom of check

Your Account Number

Type of Account: _____ Checking (ATTACH VOIDED CHECK), do NOT send deposit slip

_____ Savings (ATTACH VOIDED DEPOSIT SLIP)

YOUR ACH DEBIT INFORMATION

Amount	Account	Bill Code*	Bill Date**	Bill Month***
$	Manhattan Arts Center membership		15th	

* Bill Code: **M** - Monthly, **Q** - Quarterly, **S** - Semiannual, **A** – Annual
** Bill Date: the **15th** of the month
*** Bill Month: Designate Start Month

MINIMUM payment for ACH Debit: $10 a month

Manhattan Arts Center
1520 Poyntz Ave, Manhattan KS 66502

Answers to Questions about Automated Clearing House (ACH) Debit

Q. What is an ACH Debit?
A. An ACH Debit is an automatic transfer program that allows you to pay your membership in the MANHATTAN ARTS CENTER without writing checks.

Q. What is the advantage of an ACH Debit?
A. It simplifies payments to the MANHATTAN ARTS CENTER, saving everyone time and work.

Q. How is my ACH Debit deducted automatically from my account?
A. Once you authorize the transfer, your specified payment(s) are electronically transferred directly from your checking or savings account to the appropriate MAC related account.

Q. When will my MAC membership payment be deducted from my account?
A. On the 15th of the month (see your ACH Debit Authorization Form).

Q. If I do not write checks, how do I keep my checkbook balance straight?
A. Since your payment is made at a pre-established time, you simply record it in your check register on the appropriate date.

Q. Without a canceled check, how can I show proof I made my MAC membership payment?
A. Your bank statement gives you an itemized list of electronic transfers. It is your proof of payment. In addition, we will send you a thank you letter at the end of the year, showing the total amount of your payments for the year, with confirmation that MAC is a 501(c)(3) non-profit-tax organization in good standing and that your donation is tax deductible.

Q. Is ACH Debit risky?
A. An ACH Debit is less risky than payment by check. An ACH Debit cannot be lost, stolen destroyed by mail. It has an extremely high rate of accuracy.

Q. What if I change bank accounts?
A. Notify us (see below) and we will give you a new ACH Debit Authorization Form to complete.

Q. How much does an ACH Debit cost?
A. It costs you nothing and saves you time and work.

Q. What if I try ACH Debit and don't like it?
A. You can cancel your authorization by notifying us (see below) at any time.

Q. How do I sign up for ACH Debit?
A. Complete and sign an ACH Debit Authorization Form and return it to the MANHATTAN ARTS CENTER, along with a voided check or savings deposit slip.

Manhattan Arts Center, 1520 Poyntz Ave, Manhattan, KS 66502
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