




Payment Processing ACH Authorization

I authorize Bay Language Academy, Inc. to initiate either an electronic debit or to create and process a demand draft against my bank account on a monthly basis or as per our payment agreement. I acknowledge that the origination of ACH transactions to my account must comply with the provisioning of United States law.

If the transaction is not successful, I am still responsible for the original payment as well as any service charges that may have been imposed by the financial institutions. In addition any late fees may be applied if deemed appropriate by Bay Language Academy, Inc.

This payment authorization is to remain in full force and effect until I notify Bay Language Academy, Inc. of its cancellation by sending written notice in such time and in such manner to allow both the Bay Language Academy and the receiving financial institution a reasonable opportunity to act on it.

Payments may be applied to all current and future students in the same billing account.

Name of Financial Institution	Account Type <input type="radio"/> Checking <input type="radio"/> Savings <input type="radio"/> Business Checking
Name on Account	
Phone number associated with bank account	Email Address
Routing Number	Account Number
These numbers are located on the bottom of your check as follows: 	
Student(s) currently attending Bay Language Academy (to ensure we locate the correct account).	
Signature	Date

A confirmation will be sent via email when the automatic withdrawals have been set up.

You can revoke this authorization at any time by sending an email to billing@baylanguages.com, or in writing to
 Bay Language Academy - Billing Dept.
 2201 Harbor Bay Parkway
 Alameda, CA 94502