

DO THE SCRIP THING!

- Complete and return this form to your child’s teacher on Monday. Or sign up for a weekly, bi-weekly or monthly standing order!
- Attach a check (payable to Richards PTO). **NEW THIS YEAR:** We will hold all checks and not cash them until the Friday you receive your SCRIP.
- **EVEN BETTER!** Want to save time by not having to write out a check? Complete and return the ACH (auto debit) authorization on the reverse side! Transfers will not be authorized until the Friday you receive your SCRIP!
- Receive completed order in your child’s Friday folder.
- Call Julie Anthony at 964-7868 with any questions.

Date: _____

Your Name: * _____

Child’s Name: _____

Day Phone: _____

Grade: _____

Evening Phone: _____

Teacher: _____

*If you’re a repeat SCRIP customer from this school year, just complete your name – we have the rest of the information on file!

MERCHANT – All merchants provide plastic, debit-style cards that carry a balance and don’t expire.	PROFIT	AMOUNT	NO.	\$ TOTAL
Kohl’s Dept. Store (CAN be used to pay Kohl’s credit card bill)	5%	\$10		
Kohl’s Dept. Store (CAN be used to pay Kohl’s credit card bill)	5%	\$25		
Kohl’s Dept. Store (CAN be used to pay Kohl’s credit card bill)	5%	\$100		
Pick N Save	3%	\$25		
Pick N Save	3%	\$50		
Pick N Save	3%	\$100		
Sendik’s (valid at SSpring, Mequon, Wauwatosa and Grafton stores)	5%	\$50		
Sendik’s (valid at SSpring, Mequon, Wauwatosa and Grafton stores)	5%	\$100		
Starbucks	7%	\$10		
Starbucks	7%	\$25		
Barnes & Noble	9%	\$10		
Barnes & Noble	9%	\$25		
TOTAL				\$

- Check payable to “Richards PTO” attached
- ACH form on reverse side completed
- ACH form previously completed and on file

Want to order Scrip without writing a check?

It's **EASY**...complete the information below and you will never have to write a check for your Scrip Order!

Questions? Please direct questions regarding how payments work or the completion of this form to Julie Anthony at 964-7868 or jbaeanthony@sbcglobal.net.

Please return completed form with your next Scrip order.

ACH Debit AUTHORIZATION AGREEMENT –FOR PRE-ARRANGED PAYMENTS (ACH DEBITS)		
COMPANY NAME Richards School PTO		COMPANY ID NUMBER 39-2029622
I (we) hereby authorize Richards School PTO hereinafter called COMPANY, to initiate debit entries to my (our) Checking account indicated below and the depository named below, hereinafter called DEPOSITORY, to debit the same to such account.		
YOUR BANK NAME	BRANCH	TRANSIT/ABA NUMBER (9 DIGIT NO.FOUND ON FAR LEFT BOTTOM OF CHECK)
CITY, STATE, ZIP		ACCOUNT NUMBER
This authority is to remain in full force and effect until COMPANY and DEPOSITORY has received written notification from me (or either of us) of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it. I (or either of us) has the right to stop payment of a debit entry by notification to DEPOSITORY at such time as to afford DEPOSITORY a reasonable opportunity to act on it prior to charging account. After account has been charged, I have the right to have the amount of an erroneous debit immediately credited to my account by DEPOSITORY, provided I (we) send written notice of such debit entry in error to DEPOSITORY within 15 days following issuance of the account statement or 45 days after posting, whichever occurs first.		
	DATE	SOCIAL SECURITY NUMBER
NAME (PLEASE PRINT)		NAME (PLEASE PRINT)*
SIGNATURE		SIGNATURE*
113-112-001 NIP (3/87)		

* Joint account holder's printed name and signature. If a joint account, information on both account holders is required on the Authorization Form.

Payment Information

STANDING ORDER – transfer the amount of my Standing Order as on record with the Scrip Committee.

FREQUENCY OF PAYMENT

WEEKLY – debit to occur every Friday.

MONTHLY – debit to occur on the last Friday of the month.

ORDER BY FORM – transfer the amount designated on my Scrip order form as returned.

This automatic debit will occur for the remainder of the 2007/2008 school year. To cancel your ACH debit payment, please notify Julie Anthony in writing. If you would like to change the transfer amount and frequency, please call or send your request via e-mail to Julie Anthony (jbaeanthony@sbcglobal.net).

NAME (PLEASE PRINT) _____

SIGNATURE _____ Date _____