**EFT- Electronic Fund Transfer**

**Please complete this form to start your optional EFT for your parent fee co-payments. Please follow the four simple steps below.**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_ Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Step 1: Select method of transfer (check one).**

* **Transfer from bank account**
* **Transfer from paycheck (pretax)**

**Step 2: Select frequency (check one).**

* **Weekly**
* **Bi-weekly**
* **Bi-monthly**
* **Monthly**

**Step 3: Indicate the amount transferred & start date.**

**$\_\_\_\_\_.\_\_\_\_ Start date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Step 4:**

* **Bring to your bank if transferring from bank account.**
* **Bring to your employer if transferring from your paycheck.**

**Clarendon Account: 814924 Enterprise Bank**

**Clarendon Routing: 011302742**

**The funds will be going to Clarendon Early Education Services, Inc. 370 Merrimack Street, Building 5, Suite 210, Lawrence, MA 01843.**

**If you have questions, please contact Vallerie DeJesus at** **vdejesus@clarendonees.org** **or (978) 857-2110.**