Automatic Withdrawal School Meals Payment Form

Only complete this form if you want money automatically withdrawn from your bank account for your individual (student, adult or staff) Food and Nutrition Services account.

Willmar Public Schools offers automatic withdrawal from your bank account as a payment option for our meal programs.
We encourage this payment option for all reduced and full paid students. It is a convenient, easy and cost effective option to pay for your student's meals.

Instructions: Complete all areas highlighted in yellow. Attached a voided check. Return to the WEAC office 611 5TH Street SW Willmar, MN 56201

Step 1: Contact info: Parent/Guardian Name: _____ Phone: _____ Email: _____

Step 2: What month should we begin the auto withdrawal? _____

First withdrawal is not to start prior to September 1st. Final withdrawal date will be May 15th.

Step 3: For your convenience, we offer two payment options; please put an X next to the option you would like us to use:

	Option A - Once on the 1st of each month		**Option B** - Half on the 1st and half on the 15th

Step 4: Attached a voided check (required) **AND** fill your bank account information:

Bank Name		Bank Location	
Bank Routing/ADA #		Checking Account # or	
		Savings Account #	

Step 5: Total monthly amount to be withdrawn from your bank account $_____

When calculating your withdrawal amount, please refer to the Monthly Meal cost calculator in this packet. Remember to consider adding additional money for Ala carte purchases if your student is at the middle school or High School. Any extra money will be refunded upon request.

Step 6: Please list all student/staff members below and how you would like the funds distributed (% or dollar amount)

Student Name	% or $	Student Name	% or $	Student Name	% or $
1.		3.		5.	
2.		4.		6.	

Step 7: Sign and date the form:

I, the undersigned, authorize Willmar Public Schools to charge my bank account in the amount listed above per month, beginning with the date stated above.

Signature: _____ Date: _____

Step 8: Return this form to: Willmar Public Schools ISD 347, Attn: Food and Nutrition Services, 611 5TH Street SW, Willmar, MN 56201.

INDIVIDUAL MEAL ACCOUNTS – Parents are responsible for monitoring each student's meal account balance. When a balance falls below $10 you will receive our automated calls and emails. Do not ignore these calls. Go to the parent portal or call the office to add addition money to the account and update the amount taken out each month. We will always pay negative balances in your household first. You may transfer money between your household accounts by request. **A voided check must be attached. A new form must be completed each school year.**

Please contact the FNS Business Coordinator with any questions or updates. Phone: 320-231-8526 Email: wpsfns@willmar.k12.mn.us

This institution is an equal opportunity provider