

ACH Withdrawal Authorization Instructions

- 1) Submit payment preference in one of two ways:
 - a) *Pinnacle Payment Process Change-over* digital google form
 - b) Current session registration - Payment preference is a part of each session's registration form starting with fall 2022 registration. Some new summer 2022 clients may also have this as a part of their google registration form.
- 2) Print ACH agreement authorization
- 3) Sign ACH agreement authorization with a pen
- 4) After you download the **Preveil* app on your mobile device and create your account, send signed and digitized ACH agreement agreement to Admin@PinnacleEducationServices.com
- 5) Send voided and digitized check to Admin@PinnacleEducationServices.com through the Preveil app.
- 6) You will receive confirmation of receipt within the following 3-5 business days

*Preveil is an app that provides encrypted email through your regular email address. This allows us to receive your bank information securely.

ACH Agreement Information

- **Signed authorization and voided check** may be digitized by scanning or taking cell phone pictures. These must be emailed to Admin. Admin@PinnacleEducationServices.com No texting please.
- **ACH withdrawals begin no later than **May 15th, 2022**.**
- **Zelle** will remain active until June 15, 2022 to catch mistakenly sent transactions.
- **Auto Update** - Each session's registration form automatically updates your payment frequency and amount to match your registration preferences.
- **New Client Reminder** - For new clients your first payment is sent through Venmo unless you can drop off a physical check to our Enumclaw office. A new client's first payment is due the same day the registration form is submitted.

Pinnacle ACH automatic payments are processed between the 1st and the 10th of each month.

Visit [Pinnacle Education Services](https://www.pinnacleeducation.com) for a complete overview of the ACH withdrawal process.

ACH Agreement - Automatic Withdrawal Authorization

Student's name	
Current tutor's name	
Account holder's name	
Bank name	
Digital Routing #	
Account #	
Account holder address	
Account holder phone #	
Account holder email	

I hereby authorize Pinnacle Education Services LLC to debit my bank account for regularly scheduled payments for services rendered as reflected on my most recent registration form. I also understand that no additional notification will be provided for recurrent charges. I agree that if my banking information changes then I will alert Pinnacle Education Services LLC of those changes 14 days prior to the first of the month. I understand that each insufficient funds results in a \$50 fee included in the next transaction. This agreement will stay in effect until I provide written notification of cancellation to Pinnacle.

SIGNATURE

DATE

This form must be hand signed.

With this agreement we require a voided check to verify account information.

*****PLEASE PROVIDE A VOIDED CHECK*****

Your account will be processed between the 1st and 10th of the month. Termination of this agreement requires written email notification to Admin@PinnacleEducationServices.com 14 days prior to the 1st of the month.