

Payment Processing ACH Authorization

Revised in May 2020



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.

ACH Payments	
To authorize automatic payments by ACH please fill out this section.	
Name of Financial Institution	Account Type <input type="radio"/> Personal Checking <input type="radio"/> Personal Savings <input type="radio"/> Business Checking
Name on Account	Phone number associated with bank account
Bank Routing Number	Bank Account Number
These numbers are located on the bottom of your check as follows: <div style="text-align: center;"> Routing Number Account Number</div>	
Student(s) currently attending Bay Language Academy (to ensure we locate the correct account)	

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.
1325 High Street
Alameda, CA 94501

Payments and bank account information can also be managed directly via our payment processor bill.com. Connect to your account at <https://app.bill.com/p/baylanguageacademy>.