

## **TO SET UP AUTOMATIC TUITION PAYMENTS THROUGH YOUR BANK**

1. Log into your bank checking account online
2. Go to heading that says something like “Pay Bills” or “Online Bill Pay”
3. Go to “Add Bills” or “Add Payee”. We don’t have an account number but you can still set us up as a “Payee”.
4. Enter our address and possibly our phone number:  
Trinity Presbyterian Preschool  
10200 Shelbyville Road  
Louisville, KY 40223  
502-244-0054
5. You can then enter the amount and the date you want the payment to be made. We recommend setting it to automatically send your payment monthly on the 1<sup>st</sup> and set it to end after your April payment for May fees (most of you are one month ahead in payments).
6. **Be sure to add your child’s name in the memo section.**

**We accept CASH, CHECK, or MONEY ORDER.**

**NO CREDIT CARD PAYMENTS ACCEPTED!**

**\*Tuition payments are due by the 15<sup>th</sup> of each month to avoid a late fee\***