



## **Automatic Recurring Billing Form**

With automatic recurring billing, you can participate in Bement's Annual Fund and have your contribution spread out in installments over a number of months. Your contribution can appear as a monthly payment on a credit card or as a charge on your Bement account. Thank you for considering this option to make your important donation to the Annual Fund easy and manageable.

***Here are four easy steps to get you started.***

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**Step 1:** Please indicate the monthly amount of your gift, months you would like to contribute, total number of months over which you would like to contribute and the total amount of your gift.

Please charge my credit card or school account \$ \_\_\_\_\_ per month  
Beginning (month/year) \_\_\_\_\_ and Ending (month/year) \_\_\_\_\_  
For a total number of \_\_\_\_\_ months  
Until my total contribution equals \$ \_\_\_\_\_

Contributions may be made over any number of months running from October 2009 to May 2010. The maximum number of monthly installments is eight.

*Example: Please charge my credit card or school account \$10 per month  
Beginning (month/year) Oct 2009 and Ending (month/year) May 2010  
For a total number of 8 months  
Until my total contribution equals \$ 80.00*

**Step 2:** Please select one of the following forms of billing:

**Charge a credit card**

Payment Authorization Information

Payment method:      MasterCard      Visa

Name on credit card: \_\_\_\_\_

Card number: \_\_\_\_\_

Expiration date: \_\_\_\_\_

**OR**

**Charge student account**

Name of student \_\_\_\_\_

**Step 3:** Signature of parent \_\_\_\_\_ Date \_\_\_\_\_

**Step 4:** Please return to: Wendy Giard, Business Office or fax to (413) 774-7863

***Thank you for supporting the Bement School Annual Fund.***