



This form must accompany all personal checks sent or mailed in to the school office.

Personal Check Authorization Agreement

I hereby authorize Cincinnati Public Schools to process the attached personal check, for which I guarantee that sufficient funds are available in my checking account. If this check is not honored by my financial institution, I understand that I will be charged a Non-Sufficient Funds Fee of \$20.00 by the school, in addition to whatever charges may be assessed by my own financial institution.

NOTE: In order to accept your payment by personal check, the School Treasurer must have on file a copy of your current State Driver License or of your State Identification Card (w/ photo). You must present such identification to the School Treasurer in person before your first payment by personal check can be processed. Also, whenever your driver license/state id. card is renewed, the new card must be presented to the School Treasurer in person before another payment by personal check can be processed.

Information Required for Authorization (Please print the required information in all fields.)

Full Name of Check Signer (Please print.) _____
 Signer's Driver License/State Id. # _____ Issuing State _____
 Signer's Date of Birth (MM/DD/YYYY) _____ Telephone # _____
 Signer's Home Address _____
Number & Street City Zip Code

Payment Description (Please print and provide complete information to ensure proper credit.)

Description of Fee or Function Paid	Student's Full Name	Amount
Check Total		

Payer's Signature of Authorization (Required)

Payer's Signature _____ Date _____

For Use by School Treasurer Only—

I hereby certify that this payment has been deposited and credited to the appropriate CPS account(s).

Signed, _____ Date _____
School Treasurer

Account	Amount