

# South Fayette Township School District

2246 Old Oakdale Road

McDonald, PA 15057

[Wood@southfayette.org](mailto:Wood@southfayette.org)

(412) 221-4542x8279#

Fax (724) 693-8832

October 30, 2003

Dear Parent or Guardian:

The Food Service Department at South Fayette School is pleased to announce a new service called Café Prepay. Café Prepay is offering parents/guardians two convenient ways to prepay for school meals: **Credit Card** and **Direct Withdrawal**. We are now accepting credit cards (Visa, Master Card or Discover) as a method of payment for your child's meal account, via the Internet, at [www.cafeprepay.com](http://www.cafeprepay.com). Café Prepay also offers **Direct Withdrawal**, which is an automatic monthly deposit into your child's meal account from your personal checking account. (See attached application)

Café Prepay is a fast, easy and convenient way to add monies to your child's meal account, making budgeting easier. To access this feature go to: [www.cafeprepay.com](http://www.cafeprepay.com) to set up your personal account. Click on the "New User" tab to establish an account. After you enter the requested information, a password will be emailed to you. Once that is received, you can log in and enter your personal information. This information is entered one time. From that point, once you log in, you will be ready to make payments. An initial amount of \$25.00 is needed to access your child's account. Additional payment amounts can be made ranging from \$25.00 up to \$500.00. When you make a credit card payment, you will receive a confirmation message via e-mail. For this reason, a valid e-mail address is required when you sign up for this service. Payments can be made 24 hours a day from your personal computer.

Café Prepay is set up and operated free of charge to the district, though a small fee for credit card use (approximately 6%) is added to the cardholder in order to cover the high fees from credit card companies, wire transfers and long distance faxing. **Direct Withdrawal** fee is \$1.00 per transaction, regardless of the amount that is deposited into your child's account. There is also a customer support team available from 8a.m. to 5p.m. at (1-800-643-2762, Ext. 22)

Privacy: Your privacy is taken very seriously. The Cafe Prepay privacy policy states that it does not provide, rent or make available your personal information to any parties outside of COMALEX Inc. Credit card information, telephone numbers and e-mail addresses are used to process the order only. No unsolicited mailings or phone calls will be made to you. Customer e-mail addresses are used to send payment confirmation and customer information is stored off line in a secure data environment.

We are thrilled to be able to offer this service to our families in the district. We trust that you will find the convenience and technology gratifying. Feel free to contact me if you have any questions or concerns. (412-221-4542 Ext. 8279#).

Respectfully,



Tricia Wood  
Supervisor of Food Services

# South Fayette Twn. Schools

## South Fayette Twn. Schools

Enrollment form for the automated monthly "Direct Withdrawal" program (please print clearly).

| <b>Authorization Agreement for Direct Withdrawals</b>                                      |   |
|--|---|
| <input type="checkbox"/> New Authorization   | <input type="checkbox"/> Change Authorization                         |
| Customer Name and Address<br><small>(as it appears on your monthly bank statement)</small> | Customer E-Mail Address <small>(Optional for notification)</small>    |
|  | Student's Name <small>(First name, Middle initial, Last name)</small> |
|  | Student ID / Grade  |

(Fold)

- Use this form or go online to sign up at [WWW.CAFEPREPAY.COM](http://WWW.CAFEPREPAY.COM) -

|                       |  |
|-----------------------|--|
| Customer Phone Number | Bank Routing/ABA# <small>(must be 9 digits)</small>                |
| Banking Institute     | Bank Account # <small>(from which funds will be withdrawn)</small> |

|   |                         |
|---|-------------------------|
| Amount Debited per Month <small>(August – May) (If the monthly amount is not filled in, the suggested payment will be debited.) (All transactions will be charged a \$1 service fee.)</small><br><b>Lunch Fees..... \$25.00</b> | Monthly Amt<br>\$ _____ |
|---|-------------------------|

I (We) hereby authorize Comalex, Inc to initiate automatic withdrawals from my (our) checking/savings account indicated above and the Financial institute named above, called BANKING INSTITUTE, to debit the same to such account for payment of school fees.

I (We) hereby authorize, if necessary, Comalex, Inc to initiate adjustments to my (our) account for transactions credited/debited in error.

I (We) hereby authorize Comalex, Inc to adjust the monthly payment debited from my (our) account in the event that the named student's account should be a negative balance.

I (We) hereby authorize Comalex, Inc to initiate a \$25 debit to my (our) checking/savings account, indicated above, if Direct Withdrawal of payment should be returned due to insufficient funds.


I (We), the undersigned, understand and agree to all terms mentioned in this contract.

This authorization is to remain in full effect until terminated by Comalex, Inc or until Comalex, Inc has received written notification from the account holders, stated above, of its termination in such a manner as to afford Comalex, Inc and the BANKING INSTITUTE reasonable time and opportunity to act on it.

(Fold)

|                      |      |
|----------------------|------|
| Customer's Signature | Date |
| Customer's Signature | Date |

-Fold and mail enrollment form in a #9 windowed envelope (Do not staple check).-

|   |  |
|---|--|
| **Please print and return this form along with a voided check to:**<br><br><b>Comalex Inc.</b><br>1004 Collier Center Way<br>Naples, FL 34110 | 953<br> |
|---|--|

## Automated Monthly Payments: A Faster, Easier Way to Pay for School Fees!

The automated monthly “Direct Withdrawal” program simplifies the payment of school lunches and fees. There is nothing more convenient than having monthly payments made directly to your children’s school accounts.

John P. Doe  
1234 AnyStreet Drive  
Naples, FL 12345

20\_\_ 66-776/540

0641

Pay to the Order of \_\_\_\_\_ \$ \_\_\_\_\_  
DOLLARS

MEMO \_\_\_\_\_ SIGNATURE \_\_\_\_\_

|:056245683 :45229999999|| 0641

1) Write your *nine-digit* **Bank Routing** number on the enrollment form.

2) Write your **Checking Account** or Savings Account number on the enrollment form. You can find this information on a blank check or your most recent bank statement.

3) Complete the information on the enrollment form and return it in the enclosed postage-paid envelope.

## Three Great Reasons To Use Automated Monthly Payments:

1 Making Budgeting Easier.

2 Fewer hassles.

3 It's convenient.