

Ready, Set, Grow! Preschool Late Payment Request/ Check Holding

Please fill out the following for late payment/ check holdings. Requests must be reported by the due date of the payment or a fine will apply. We will hold a check until the 15th of the month it is due if need be. In order for the late payment form to be accepted a check must be attached to the form that is dated no later than the 15th of the month.

Name: _____

Payment for: _____

Payment due: _____

Signature

Date

Signature of Board Member

Date

***Late Payment/Check Holding requests forms can only be used twice per school year.**