



## TAPS - Trinity Automated Payment System TAPS FAQ

### *What is TAPS?*

- TAPS (Trinity Automated Payment System) is a simple, secure method of making your Trinity School tuition payments. TAPS automatically withdraws a set amount from the bank account of your choice on agreed-upon dates throughout the year.

### *How do I sign up for TAPS?*

- Enrollment forms will automatically be sent to everyone who chooses TAPS as their payment option on the Tuition Agreement Form. You may also contact Chris Ramsey, TAPS manager by email at [cramsey@trinityschools.org](mailto:cramsey@trinityschools.org) or by phone at 574.234.5088 ext 132.

### *Can I have money withdrawn from a savings account or does it have to be a checking account?*

- Either a checking or a savings account will work.

### *When will the payment be withdrawn from my bank account?*

- There are two options. You can make 2 payments for the year: the first in August and the second in December. Or you can make 10 payments on a schedule from August to May. For either of these options, you can choose to have the funds withdrawn on either the 5th or the 20th of the month.

### *What if my payment date falls on a weekend or a holiday?*

- The payment will be attempted on the following business day.

### *What happens if my payment bounces?*

- If you do not have enough money in your bank account at the time your bank attempts the withdrawal, Trinity School will email you information on when the withdrawal will be reattempted. There will also be a \$25 fee per unsuccessful withdrawal to cover fees the bank charges Trinity School for each failed withdrawal.

### *Who is my TAPS manager?*

- Chris Ramsey is your TAPS manager. She can be reached at (574) 234-5088 ext. 132 or [cramsey@trinityschools.org](mailto:cramsey@trinityschools.org). She'll be happy to answer any questions you have or help sign you up for TAPS.

### *How do I make changes to my TAPS agreement?*

- You can change your contact information or banking information through your TAPS manager.
- Any changes to your payment date or amount must be submitted to your TAPS manager **3 days prior** to the automatic payment date.