In PaySchools Central go to User > Manage Payment Methods

Click + Add New Payment

Switch Payment Type to "ACH/Check" and fill in the appropriate Routing/Account Number.

Add Payment Details

- **Note:**

  Your Account number is not displayed on the site, so the Nickname/Bank Name is used to identify your account on the Payment screen.

  The Default Credit Card/ACH Account cannot be deleted. To delete the default, you first need to add a new one.

  Credit Card Processing terms and Conditions :

  1. I authorized CP-DBS, LLC dba Data Business Systems, as owner and operator of payschoolscentral.com, to charge my account described above for non-recurring credit card transactions processed through the site.

  ACH Electronic Check Processing Terms and Conditions:

  1. I authorize CP-DBS, LLC dba Data Business Systems, as owner and operator of payschoolscentral.com, to debit my account described above for non-recurring ACH Electronic transactions processed through the site.

  2. I agree to pay a return fee of up to $30.00 if my ACH transfer is returned unpaid. CP-DBS, LLC dba Data Business Systems may represent my transfer up to two more times. I authorize CP-DBS, LLC dba Data Business Systems to make a one-time electronic fund transfer from my account to collect the $30.00 fee. If my electronic transfer remains unpaid, my debt will be turned over to a collection company or a check recovery company that may charge me a processing fee, as permitted by law. Any information I provide while registering for payschoolscentral.com can be used in this process.

  By Registering above account for credit/ACH transfers, I acknowledge that I am an authorized signer of this account.

Payment Type

ACH/Check ⌄

Nick Name

Account Type

-- Choose your Account Type -- ⌄

Routing Number

Routing Number

Account Number

Account Number

☐ By Checking This Checkbox, I Agree To The Credit Card Processing Terms And Conditions.

Clear   Submit

Checkmark our Terms and Conditions then click Submit.

When checking out use that Payment Method.

Pay**Schools**
An i3 Verticals Company

Fees: ACH = $1.75 flat fee always,

CC/lunch fees: < $50 = $1.65 flat fee
> $50 = 3.9% of total

CC/other fees & tuition = 3.9% of total