

Your MAC Receipt Email

If your child attends MAC before or after school and you have a valid email address on file, you should receive an email once a week with a summary of your child's activity in MAC. The receipt will show **past attendance and payments** on the account.

This email is **NOT** a bill or invoice to be paid but serves as a record of attendance and payments.

If you wait until you receive the email to pay the balance, the payment is already late. Payments for attendance must be paid the Friday of each week of attendance. Since we cannot predict how many days your child will attend during a given week, there is no way to "bill" you for the current week's attendance. If you are unsure how many days your child attended for the week, your site manager or secretary will be able to review their records and tell you the amount due.

Understanding Your Receipt Email:

Figure A

EZLINK1

All Sites
1406 Cannon Street
Franklin TN 37064
Federal ID 62-6000996

Statement

153293
Page #: 1

August 26, 2015

PREVIOUS BALANCE: \$-52.00

Date	Category	Child	Description	Charges	Credits & Payments	Balance
04/24/2015	Afternoon Only		1 Day/1.02 Hours	\$8.00		\$-44.00
05/01/2015	Afternoon Only		2 Days/2.12 Hours	\$16.00		\$-28.00
05/08/2015	Afternoon Only		1 Day/1.52 Hours	\$8.00		\$-20.00
05/15/2015	Afternoon Only		2 Days/2.08 Hours	\$16.00		\$-4.00
05/21/2015	Afternoon Only		2 Days/1.73 Hours	\$16.00		\$12.00
05/22/2015	Late Payment Fee			\$10.00		\$22.00
05/29/2015	Late Payment Fee			\$10.00		\$32.00
Current Totals				\$84.00	\$0.00	\$32.00
<u>Previous Balance</u>		<u>Total Charges</u>		<u>Total Credits</u>	<u>Total Payments</u>	
\$-52.00		\$84.00		\$0.00	\$0.00	
						<u>Current Balance</u>
						\$32.00

The balance shown is through last Friday and does not reflect payments or activity for this week.
If you have any questions in reference to this receipt, please contact Kathi Stone.
Please note: If your balance has a (-) symbol this indicates a credit balance.

Thank you!
Kathi Stone
Bookkeeper
stonekat@fssd.org

EZLINK1

Figure A shows a receipt with a balance due of \$32. A payment was not received by 5/22 resulting in a late fee. Anytime a balance carries over into the next week, a late fee will be assessed. This individual would need to pay the balance due **plus a payment for the current week's attendance.**

The Description field summarizes the number of days the child attended for that particular week. So, in this example, the child attended two days in the afternoon for week ending 5/22.

Figure B

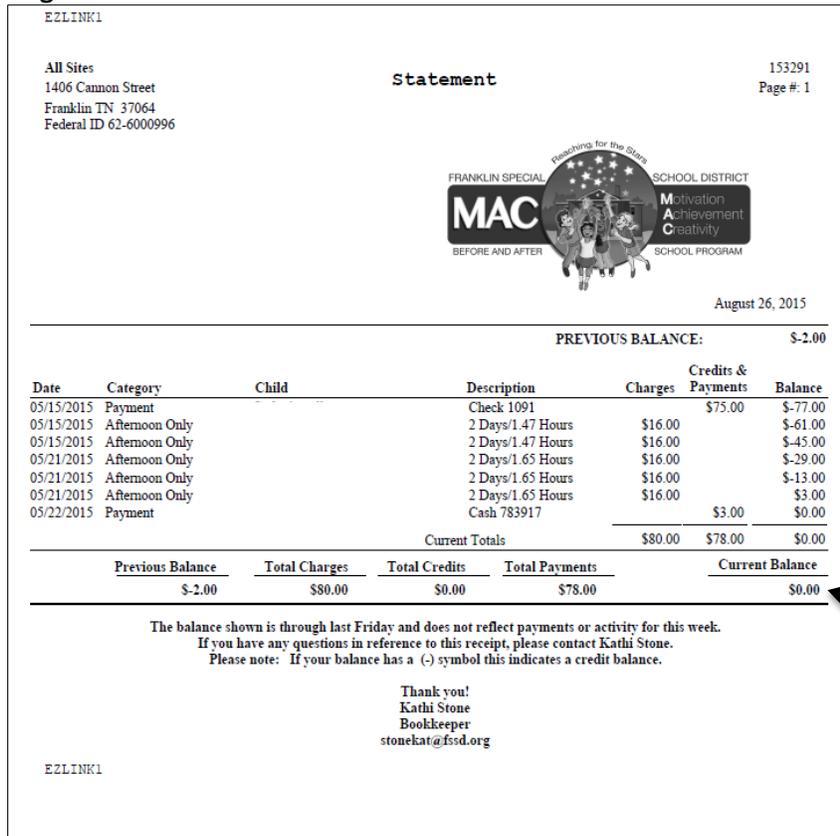


Figure B shows a receipt with a zero balance. This indicates all past attendance has been paid and only owes for the current week's attendance.

Figure C

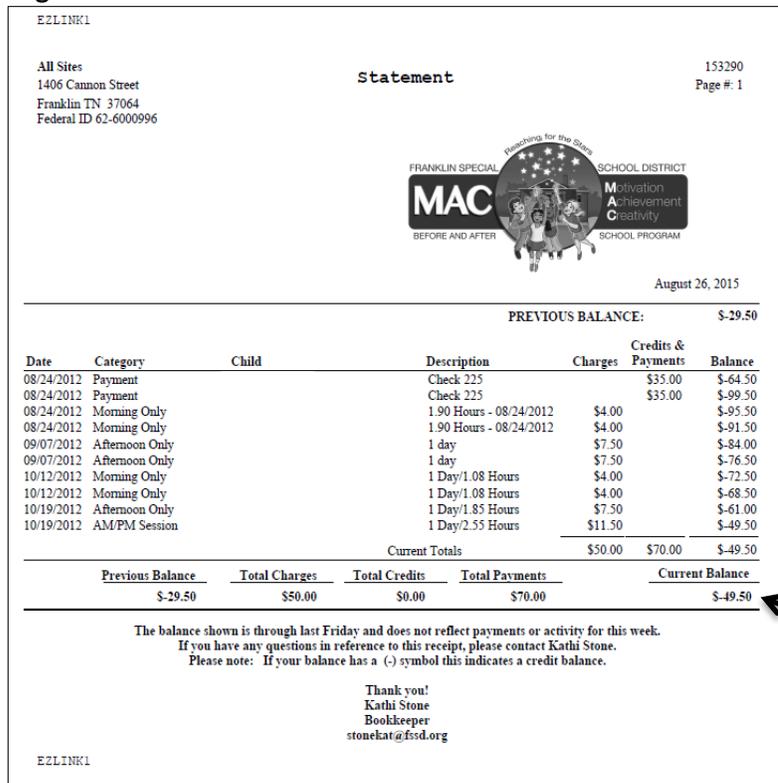


Figure C shows a receipt with a credit of \$49.50 indicated by the minus (-) sign before the amount and the credit will be applied to the current week's attendance. If the credit amount is not enough to cover the current week's attendance, a payment must be made by that Friday in order to prevent a late fee.

Payments may be submitted by check or money order at each site. Cash payments can only be submitted at the MAC office located at 1406 Cannon Street. Online payments may be made utilizing the link provided in each email. Please use the most recent email received to make your payment. If you use an old email, it will show the amount which was due (or credit) at the time the email was sent.

FRANKLIN SPECIAL SCHOOL DISTRICT

MAC Motivation Achievement Creativity

BEFORE AND AFTER SCHOOL PROGRAM

(MAC) MORNING AND AFTERNOON CARE

Please verify the information below and then click on the "Next" button.

General Information

* First Name

* Last Name

* Payment Amount

Paying Online:

When you click on the "Pay your bill online" link in the email, the above page will appear. The above example shows a credit on the account indicated by the minus (-) sign. You may change the "Payment Amount" field to the amount of payment you wish to pay and then click "next". Complete the transaction by entering your bank or credit card information. Do not hit "back" or refresh your screen or you may make multiple payments on the account. Should you have any question as to whether a payment was posted, we can look to see if there is a pending transaction.

Your site manager will always have a record as to whether you are current on payments, how many days your child attended MAC for the week, and how much you owe each week. As long as payments are made the same week your child attends MAC, the account should remain current.