Daycare payment-changeover sheet

Use coded family accounts only. No names, bank/card details or passwords. This is not a PAD or card authorization.

First collection date: ____; provider submission cutoff/timezone: ____; responsible operator: ____.

Old legal payee/provider: ____; new legal payee/provider: ____; transaction structure confirmed: ____.

PAD only: institutional Payee Letter of Undertaking assignment consent, if applicable: ____; separate payor PAD agreement assignment/new authority route: ____ . This is distinct from the business sale itself; recurring card arrangements follow their own provider process.

Provider-approved authority route and record: ____; required family notice/action: ____; notice date: ____; processor approval date: ____; final old batch: ____; first new batch: ____.

Coded account / service period	Method	Authorized amount	Collection system	Old schedule disabled for this period?	Submitted date / reference	Settled / pending / failed	Follow-up owner

Expected account count ____ = settled ____ + pending ____ + failed/not submitted ____. Each obligation appears in one category at a selected check time. Reconcile after pending items resolve.

Expected gross $____ = settled gross $____ + pending gross $____ + unpaid gross $____. Processing charges/payout adjustments separately: ____.

Duplicate charges (outside legitimate expected total): accounts ____; amounts ____; provider correction reference ____; family communication ____.

Fictional check:30x800=24000;22x800=17600 settled;6x800=4800 pending;2x800=1600 failed.17600+4800+1600=24000. Four duplicate debitsx800=3200, not revenue. October1 minus10 calendar days=September21; this is date arithmetic, not a complete compliant processing schedule.

If readiness fails, permitted temporary method ____; explicit family instruction ____; ensure it does not coexist with an unintended automatic charge.