



Kentucky's Affordable Prepaid Tuition

## Billing Authorization Form

Use this form to authorize your beneficiary's higher education institution to bill KAPT for payment of tuition and fees. Submit this completed form **to the school** by the payment deadline each academic period you want KAPT invoiced. The school will not bill KAPT for payment without authorization from you. Do not submit this form to KAPT.

**1. Account Information**

Account Owner's Name: \_\_\_\_\_

**2. Student (Beneficiary) Information**

Student's Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

**3. School Name:** \_\_\_\_\_

**4. Academic Period:** \_\_\_\_\_

**5. Billing Amount**

Please invoice KAPT for my beneficiary as follows: (check one)

\_\_\_\_\_ Tuition and mandatory fees charged for the academic period

\_\_\_\_\_ The following lesser amount: \$ \_\_\_\_\_

*(Keep in mind that if your beneficiary uses more benefits in an academic year than the one-year payout value, your account will be depleted at a faster rate and your benefits may be exhausted in a lesser number of years than anticipated.)*

**6. Account Owner Signature**

By signing below, I certify the following:

- I am authorizing my beneficiary's higher education institution to invoice KAPT for the payment of qualified higher education expenses as indicated above.
- I am authorizing the school to use my beneficiary's Social Security number when invoicing KAPT.
- The amount I have authorized my beneficiary's higher education institution to bill KAPT as indicated above, plus any residual benefit request or requests I have made, do not exceed the total payout value of my account. (For information on your account payout value based on original utilization period, please call 1-888-919-KAPT, option 2 or visit [www.getKAPT.com](http://www.getKAPT.com).)

\_\_\_\_\_  
Account Owner Signature

\_\_\_\_\_  
Date

**KAPT Account Owner Instructions**

- Submit this completed form **to the school billing office** by the payment deadline for each academic period.
- For any questions regarding your beneficiary's account with the school, **please contact the school directly. This includes discrepancies between what has been authorized on this form and what the school has billed KAPT.**
- Note that if your beneficiary has more than one KAPT account (with the same or different account owners), the accounts are used in the order they were purchased. If this is not your preference, please call 1-888-919-5278, option 2.
- If you have questions regarding the use of your KAPT benefits, please call 1-888-919-5278, option 2.

**School Instructions**

- Kentucky schools should use the KAPT eligibility website, [www.prepaidtuition.com](http://www.prepaidtuition.com), to verify students' eligibility to use KAPT benefits before invoicing KAPT.
- Please do not bill KAPT until after the drop/add deadline each academic period.
- Please go to [getkapt.com](http://getkapt.com), Using Benefits section to use our standard invoice form.
- If you have questions, please call 1-888-919-KAPT, option 2.