

2014-2015 Monthly Payment Changes

Starting September 2014 all monthly payments will be through our new automated payment system. I will need everyone to provide their account information or credit card information. Please do not email me these numbers, but return the paper attached. After inputting the information into the teams software, I will shred the information.

If you choose to not enroll in the automated payments, you may still pay by cash/check, but those payments will be due the 26th of each month. Automated payments will be billed on the 1st of each month (starting October 2014). I will automatically apply discounts when they are due, but you will still be able to access the attendance report on the website.

Your routing and account numbers can be found at the bottom of your checks. All routing numbers have 9-digits, while account numbers vary depending on the banking institution.

Please read and sign below.

- (a) I agree to purchase the team membership for _____, as an automatic charge to my credit card, or automatic debit to my checking account each month on a month to month basis.
- (b) I hereby certify that I am the holder of the credit card, or an authorized signer on the bank checking account detailed below.
- (c) I understand that I will be notified if my credit card or checking account payment fails to authorize for any reason, and that a \$25 late fee will apply if I do not provide a valid credit card or checking account ACH information within 10 calendar days of the original rejection date.
- (d) I understand that my service will be deactivated if my account becomes more than 30 calendar days late.

Freeze your autopay

- (b) To freeze your autopay, a completed request must be submitted in writing at least 30 days in advance of your next billing date in order for your request to be effective from the following month. Billing date is based on your activation date listed below.
- (c) Students enrolled in the monthly auto renew program may elect to freeze their autopay charges once per year according to the policy below:
- (d) You can freeze your autopay schedule once per year at any time for a fee of 25% of the original cost per month. The freeze is activated at the start of the next billing cycle and can be requested in monthly increments for up to 6 months.
- (e) To request the freeze, complete a freeze request form in the team handbook and submit it to one of the EVDC coaches.
- (f) Following the end of your requested freeze period, your monthly auto-renew will automatically be reactivated. Your autopay schedule may be canceled at any time.
- (g) A completed autopay cancellation form must be received at least 30 days in advance of your billing cycle (example: if you are scheduled to be charged February 14th and you want to cancel for the month of February, you must submit a cancellation form to EVDC by January 14th.)

*If you choose to not enroll in autopay, you may still pay via cash/check. All cash or check payments are due by the 26th of each month. All late payments will receive a \$25 late fee.

Signature: _____ Date: _____

Printed Name: _____

FOR CHECKING ACCOUNT AUTO-DEBIT (ACH)

BANK NAME: _____

NAME ON ACCOUNT: _____

AUTHORIZED SIGNER NAME: _____

SIGNATURE OF ABOVE: _____

RTN NUMBER: _____

ACCOUNT NUMBER: _____

For Credit Card Auto-Debit

Cardholder Name: _____

Billing Address: _____

City: _____ **State:** _____ **Zip:** _____

Card Type: _____

Card Number: _____

Expiration: _____

***Please fill out and return to coach ASAP**