



EFT Permission Form

I, \_\_\_\_\_, authorize my bank to make my payment by the method indicated below, and post it to my account, for services by The Westborough Club Inc, it's successors and/or assigns.

Billing Procedure. All members must link their clubhouse charge account to a credit card or bank account. At the end of each month, all charges by a member will be processed and aggregated, and billed to the above described card as a single dollar value. Each month, members will be emailed a reminder to login to their account, which shows all charges applied to their account the previous month. Billing questions should be submitted within 30 days of invoice. Billing errors will be credited back to the above account. Remember, memberships automatically renew on an annual basis. If you wish to cancel your membership, you must notify us in writing 30 days prior to the expiration of your membership so that your account is not charged for your renewal membership dues.

Bill Dates and Cycle- PLEASE READ. All members have a "clubhouse" account that is linked to their credit card or bank. The Westboro Tennis and Swim Club's billing cycle is a monthly cycle. At the conclusion of each month, an invoice is generated for all purchases made during the just ended month and not paid for at the point of sale. Any items or services purchased at the club by the member or their family and not paid for at the point of sale will be billed to the clubhouse account. At the end of the month, the clubhouse charges as well as the monthly dues for the next month are aggregated into a statement. On or about the 7th of the next month, the balance showing from the previous 30 days will be debited from the account given below via EFT. At any time prior to the end of the month, a member may pay their bill to avoid EFT. Once the month ends, any payment on account received after the first and before the 7th of the next month, will not be applied to the previous month bill as that bill has already been transferred for EFT processing by an outside service. Members may dispute their bills, and at the option of the club, credit will either be applied to the member's clubhouse account or directly to the member's EFT account. Due to the uncertainty of Covid-19, members will not be reimbursed for absences. The Club will apply credits to your account in the event of closure or program cancellation. Account inquiries outside of 30 days past the bill may take extensive time to research. We ask that you review your bill carefully each month and make any inquiries as soon as possible.

Privacy Practice. All credit card information and personal information is kept confidential and is never shared with outside vendors or services. Credit card information is entered into the billing system and paper copies are destroyed immediately after entry. Billing information is encrypted on a secure network only accessible by authorized employees and billing representatives. For checking and savings account information, we will retain this as required for NACHA compliance.

I understand that I am in full control of my payment, and if at any time I decide to make any changes or discontinue the EFT service, I will call or write The Westboro Tennis and Swim Club. Change of payment method will not affect other provisions and terms of my Membership Agreement. The Westboro Tennis and Swim Club assumes that all credit card numbers will be renewed with new expiration dates unless notified. Any billing change requires 30-day notice.

A \$20.00 service charge will be applied to all returned charges.

Member Name \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_

INFORMATION BELOW THIS LINE WILL BE DESTROYED AFTER DATA ENTRY UNLESS SUBJECT TO NACHA COMPLIANCE

CHECKING: (NOTE: For Checking Account Authorization, attach a voided check)

----- (Routing Number) ----- (Account Number) -----

---OR---

MC VISA AMEX DISCOVER (please circle one)

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Security (CVV) Code: \_\_\_\_\_