



Buffalo Grove Park District Clubhouse Payment Agreement Form 2019-2020

Child's Name: _____ School: _____

Address: _____ City: _____ Zip: _____

I am responsible for the monthly tuition of \$_____, which will be debited in nine installments on the 1st or 15th of each month. In the event of any absences during program hours/activities, I will be responsible for fees for time reserved, not actual time spent at the program.

I would like my monthly tuition deducted on the 1st of each month.

I would like my monthly tuition deducted on the 15th of each month.

Credit Card Automatic Payment Agreement (only select one option):

If a credit card payment is declined, payment must then be resubmitted in the form of cash, money order, check, cashier's check or an alternative credit card. All declined payments are subject to a \$25 decline fee. If a parent/guardian is delinquent on a child's account, and does not submit payment within one week of the delinquency, the child will be temporarily removed from the program until the account is paid in full.

If you wish to discontinue your credit card automatic payment agreement and pay in full, report your credit card lost, stolen or compromised, provide an updated expiration date or if you wish to change to a different credit card, you must fill out a new Payment Agreement Form within five business days prior to the posting date. Forms are available at the Park District and online at bgparks.org.

Cardholder Name: _____

Credit Card Number: _____ Expiration Date: _____

I (we) give permission for the Buffalo Grove Park District to charge the amount from the account indicated, on the 1st or 15th of each month, beginning on: _____ and ending on May 1 or May 15, 2020.

Direct Debit Tuition Payment Authorized Signature: _____ Date: _____

Direct Debit Tuition Payment Agreement - **Please Attach A Voided Blank Check**

All declined payments are subject to a \$25 decline fee. If a parent/guardian is delinquent on a child's account, and does not submit payment within one week of the delinquency, the child will be temporarily removed from the program until the account is paid in full.

If you wish to change the form of payment from automatic withdrawal to credit card debit, or to another account, you must fill out a new Payment Agreement Form within five business days prior to the posting date. Forms are available at the Park District and online at bgparks.org.

I (we) authorize Buffalo Grove Park District, to initiate debit entries to my (our) checking/savings account indicated below and the bank named below, hereinafter called "Institution", to debit the same such account. I (we) further authorize Buffalo Grove Park District to initiate credits to my (our) account to correct any errors and "Institution" to initiate any such corrections to my (our) account. This authority is to remain in full force and effect until Buffalo Grove Park District and "Institution" has received written notification from me (or either of us) of its termination in such time and in such manner as to afford Buffalo Grove Park District and "Institution" a reasonable opportunity to act on it prior to withdrawing or depositing to the account.

I (we) give permission to the Buffalo Grove Park District to debit the amount from the account indicated, on the 1st or 15th of each month, beginning on: _____ and ending on May 1 or May 15, 2020.

Direct Debit Information: Check bank account you want your payment withdrawn from: Checking Savings

Name(s) on Bank Account: _____ Bank Account Number: _____

Bank Transit ABA (Routing Number): _____

Direct Debit Tuition Payment Authorized Signature: _____ Date: _____

Due to internet security precautions, credit card and payment information are not accepted via email.