



Buffalo Grove Park District Clubhouse Payment Agreement Form 2024 - 2025

Child's Name: _____ School: _____

Address: _____ City: _____ Zip: _____

I am responsible for the monthly tuition amount \$ _____, which will be debited in nine installments on the last business day 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.

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

All declined payments incur a \$25 decline fee. If a parent or guardian falls behind on a child's account and fails to make payment within one week of the delinquency, the child's participation in the program will be temporarily suspended until the account is settled in full. Should a credit card payment be declined, the payment must be resubmitted using cash, a money order, a check, a cashier's check, or an alternative credit card.

If you opt to terminate your credit card automatic payment arrangement and pay the balance in full, report your credit card as lost, stolen, or compromised, update the expiration date, or wish to switch to a different credit card, you are required to complete a new Payment Agreement Form no later than five business days prior to the posting date. These forms can be obtained from the Park District office or downloaded from bgparks.org.

Credit Card Number: _____ Expiration Date: _____

Cardholder Name: _____ CW Code: _____

I (we) give permission for the Buffalo Grove Park District to charge the amount from the account indicated, on the last business day of each month, beginning on: _____ and ending on May 31, 2025.

Credit Card 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. Should a parent/guardian fall behind on a child's account and fail to 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 switch your payment method from automatic withdrawal to credit card debit or another account, you must complete a new Payment Agreement Form at least five business days before the posting date. These forms are available both at the Park District and online at bgparks.org.

I (or we) hereby authorize the Buffalo Grove Park District to initiate debit entries to my (or our) specified checking/savings account, as indicated below, and authorize the bank named below, hereinafter referred to as the "Institution," to debit the same said account. Furthermore, I (or we) authorize the Buffalo Grove Park District to initiate credits to my (or our) account for the purpose of rectifying any errors, and I (or we) authorize the "Institution" to execute any such corrections. This authorization shall remain in full force and effect until the Buffalo Grove Park District and the "Institution" have received written notification of its termination, allowing reasonable time for action before any further withdrawals or deposits are made to the account.

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): _____

I (we) give permission for the Buffalo Grove Park District to charge the amount from the account indicated, on the last business day of each month, beginning on: _____ and ending on May 31, 2025.

Direct Debit Tuition Payment Authorized Signature: _____ Date: _____

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