



## AutoPay Authorization Form

The Tennis Club of Trumbull is pleased to offer you **AutoPay**, a free automatic payment option to its valued customers. **AutoPay** makes bill paying easy and avoids the chance of late payment fees.

**How It Works:** Between **September 1st** and **August 31st** your regular statement showing services rendered and balance due will be mailed **the 1st of each month**. 15 days after the mailing, a portion of that balance will automatically be deducted from your credit/debit card account. No stamps, checks, or envelopes are needed. The percentage of the balance deducted will be based upon the following table for all sessions:

	Session 1				Session 2				Summer Session			
Payment Date	October 15th	November 15th	December 15th	January 15th	February 15th	March 15th	April 15th	May 15th	June 15th	July 15th	August 15th	September 15th
% of Balance Due*	33%	50%	100%	100%	33%	50%	100%	100%	100%	100%	100%	100%

\*All balances \$75.00 or less will be processed at 100%, regardless of month.

You will receive your monthly statement by mail, giving you the opportunity to inspect all charges and report any concerns before the bill is paid from your card indicated below. The **AutoPay** payment amount will be indicated on your monthly statement.

**The Tennis Club of Trumbull**  
**61 Monroe Turnpike**  
**Trumbull, CT 06611**

**Sign Up:** Complete and sign the form below and return to:

### Customer Information

Name on Card \_\_\_\_\_ Contact Phone Number (\_\_\_\_) \_\_\_\_\_  
 Billing Address \_\_\_\_\_ Town \_\_\_\_\_ ZIP \_\_\_\_\_  
 E-Mail Address \_\_\_\_\_

### Payment Information

MasterCard  Visa  Discover   
 Card # \_\_\_\_\_ Exp. Date \_\_\_\_ / \_\_\_\_ CVV \_\_\_\_\_  
 Customer Signature \_\_\_\_\_ Date \_\_\_\_\_

By Signing above, I/we hereby authorize The Tennis Club of Trumbull to deduct funds from my designated credit card or debit card to pay for services provided in the aforementioned billing period. I have read and agree to the AutoPay - Terms and Conditions. This authority is to remain in full force and effect until either the Tennis Club of Trumbull and card company has received written notification from me (or either of us) of its termination in such time and in such manner as to afford the Tennis Club of Trumbull at least fifteen days prior to my (our) next payment.

This authorization is valid for one year only and must be renewed each September.

# AutoPay – Terms and Conditions

The **AutoPay** program is a service of **the Tennis Club of Trumbull (TCT)** provided as a convenience to our customers. Customers requesting participation in the **AutoPay Program** with **the Tennis Club of Trumbull** agree to the following terms and conditions upon signing the **Autopay Authorization Form**:

## To Apply:

- Customers must provide a completed and signed **Autopay Authorization Form**
- Completed forms are to be mailed to the address indicated or dropped off at the front desk of TCT

## After Approval:

- A full billing cycle may be required before **AutoPay** begins to draft from the customer's credit or debit card account.
- Funds will be withdrawn from the customer's card account on or about the 15th of each month. The amount withdrawn will be the amount due, as shown on the customer's monthly statement.
- The monthly statement serves as advanced notice of the amount to be drafted. Customers are responsible for reviewing each statement for accuracy. Any disputes or changes must be communicated to the Tennis Club of Trumbull prior to the 15th of each month.
- Any disputed amount or other discrepancy resolved after the card account has been drafted may be adjusted and **reflected on the customer's next monthly statement.**
- Changes in a card's expiration date may be updated by contacting TCT. Changes in a card account number will require a new **AutoPay Authorization Form** to be completed.
- Customers may, without penalty, choose to terminate this agreement at any time upon written notice to TCT. **Removal may require up to fifteen (15) business days to process. Any payments already in the drafting process, at the time of notice, may not be terminated.**
- TCT reserves the right to change the program or terminate participation at any time. Notice of changes affecting the drafting processes and/or terms and conditions will be communicated.

