

ACH/Credit Card Authorization

Auto-Debit Payment Form

Automated Clearing House Direct Debit Authorization

ACH is a free service offered by the Town of Windsor. Simply fill out the form and return it to us.

I hereby authorize the Town of Windsor to transfer a monthly payment of \$ _____ from my account for the payment of my monthly Recreation Center membership until revoked in writing by me.

The debit will be processed the 5th day of each month, and will begin the month following the date of purchase. If the billing date falls on a weekend or holiday, the debit will occur on the next business day following the normal payment date. I give the financial institution named below the authority to debit my account as indicated.

Member Name:		Address:	
City/State/Zip Code:		Financial Institution Name:	
Transit/Routing #:		Account #:	
Credit Card <input type="checkbox"/>	Last four digits on card:	Expiration Date:	
Debit Card <input type="checkbox"/>			

Terms of Agreement

- This ACH debit authorization is to remain in effect until revoked in writing by me.
- To assure proper processing, change of ACH information must be received in writing by the 25th of the month for following billing cycle.
- Each occurrence of payment refusal will result in a minimum of a \$25 processing charge in addition to the collection of the membership fee. Membership privileges will be suspended until balance is paid in full. If debits do not clear your account for two consecutive months, your membership will be revoked with the entire balance on our membership due.
- The Town of Windsor reserves the right to cancel this agreement at any time with a 30-day notice. Any cancellations must be made before the 25th of the month.
- Monthly payments will be charged to the credit card or account number we have on file, on the 5th day of each month.
- Declined payments will automatically suspend the pass(es) and prevent further use until the monthly balance is paid in full. There is no pro-rated fee for balance due based upon the date of payment, regardless of the status of the pass.
- A system generated email invoice will be sent to owing pass holder's accounts notifying them of payment required. Payment can be made at the Windsor Community Recreation Center - the suspended pass will then be automatically valid.
- Installment billing and accrual of monthly fees will continue on declined accounts until a cancellation request is received the month prior to the billing cycle. Example: card is declined on first month, invoice generated/pass is suspended, account charged on second month, invoice generated/pass is still suspended, cancellation request received in second month. Pass cancellation is effective on third month. Pass holder is still responsible for unpaid fees for first and second months.
- Past due balance will be sent to collections if unpaid. It is the pass holder's responsibility to update their customer information (i.e. address, phone number, email address, credit card number, expiration date) in the event of information changes.
- Cancellations can be submitted online at www.recreationliveshere.com/memberships
- Refunds will not be issued.
- The Town of Windsor is not responsible for bank overdraft charges.
- Membership fees are subject to change with 30-day written notice.

Signature of Account Holder:

Date Signed:

For Office Use Only

Received by: _____

Date of submission: _____

Date of receipt: _____

