



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 paying bills 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 a three payment system for both program sessions held at TCT (see table below).

	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
% of Balance Due	33%	50%	100%	100%	33%	50%	100%	100%	100%	100%	100%

Giving You Options: You may receive your monthly statement by mail or use our **new online account access feature** (tcttennis.com/signup), giving you the opportunity to inspect all charges and report any concerns before the bill is paid from your card account. A record of your **AutoPay** payment will be noted on your next month's statement, as well as any regular statements you may receive from your card company.

Sign Up: Complete and sign the below form and return all information to:

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

Customer Information

Name on Card _____ Contact Phone Number (____) _____
 Billing Address _____
 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.

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 after the bill's due date. 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 payment date.
- Any disputed amount or other discrepancy resolved after the card account has been drafted may be adjusted within TCT's account 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 terms and conditions will be communicated.

