



# Buffalo Grove Park District Clubhouse Payment Agreement Form 2023 - 2024

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 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 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.

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](http://bgparks.org).

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_ CVV 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, 2024.

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. 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](http://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.

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, 2024.

Direct Debit Tuition Payment Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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