

# AUTO-PAY AUTHORIZATION FORM

Schedule your weekly payment to be automatically charged to your credit or debit card. Your credit/debit card will be billed every Friday for the upcoming week until the balance is paid off. Just complete and sign this form to get started! Please return the form to the program director in a sealed envelope!

Participant's Name: \_\_\_\_\_ Requested Start Date: \_\_\_\_\_

New Enrollment

Update Payment Method

Schedule Change

## STEP 1: CREDIT CARD INFORMATION

Cardholder's Name (as shown on card):

Card Type:

MasterCard

VISA

Discover

Billing Address:

Card Number:

City, State, Zip:

3-Digit CVV Code:

Expiration Date (mm/yy):

## Auto-Pay Authorization Agreement:

Accounts will not be credited for unattended before & after sessions. You will not be charged for dates the program is closed, such as Town Holidays or In-Service Dates. If your package choice includes an exclusion date, the daily rate for that session will not be included in your auto-payments.

Declined auto-pay transactions may result in suspension or removal from the program.

A receipt for each payment will be emailed to you and the charge will appear on your bank statement as two transactions: Hermon Recreation, for the cost of the current week's registered sessions and GvtPortal, for the processing fee. A minimum fee of \$1 will be charged to credit card transactions. A 2.5% fee will be charged for credit card transactions above \$40.

Cancellations, requests to update payment methods or to make changes to the package you selected must be made 1 weeks prior to the start of the week being cancelled. Cancellations and requests to adjust your existing auto-pay agreement must be done online through your [www.hermonrec.com](http://www.hermonrec.com) account.

*By signing below, I authorize Hermon Recreation to charge my credit card above for agreed upon purchases. I understand that my information will be saved to file for future transactions on my account. I understand that no prior-notification will be provided unless the date or amount changes, in which case you will receive notice from us at least 10 days prior to the payment being collected.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_