

Direct Debit Authorization

I hereby authorize the City of O'Fallon to transfer a **monthly payment of \$** _____ from my bank/credit card account for the payment of my Renaud Spirit Center Pass in the **total amount of \$** _____ **annually**. The debit will be processed the 15th the month (If the 15th of the month is not a regular business day, the debit will be processed the next business day). I give the financial institution named below the authority to debit my account as indicated

Name as it appears on account		Address	
City	State	Zip	Home Phone

Financial Institution Name (if applicable): _____ **Circle One:** Checking Savings MC VISA

Checking or Savings Routing Number / Last 4 Digits of Visa or Master Card	Checking or Savings Account Number / CC Exp Date
(Voided check or deposit slip required)	

This authorization is to remain in full force and effect until such time as either party cancels it. In the case of a rate adjustment, the City of O'Fallon shall notify the user thirty (30) days prior to effective date. Any changes or cancellation to this agreement must be in writing on the "Amendment Form" located at the Service Desk or as a downloadable form at www.renaudspiritcenter.com.

EFT – Direct Debit Change or Cancellation Procedure

- To cancel or change contact information, the pass holder must contact the Renaud Spirit Center, in writing on the "Amendment Form", at 2650 Tri Sports Circle, O'Fallon MO 63368-6696. For questions concerning the Renaud Spirit Center Annual Pass, please call 636-474-2REC.
- To assure proper processing, credit card or bank changes and account closures must be received by the 1st of the month if the debit occurs on the 15th of the month. If this authorization is cancelled and the Renaud Spirit Center Annual Pass is not paid in full, the membership will be considered terminated and a balance due will be applied to the members account.
- If the user chooses to cancel payment by EFT / Direct Debit and select one of the other payment options, or cancel this pass, thirty (30) days written notice is required. If the pass is cancelled in the middle of the month a partial refund for that month will not be issued. Cancellation requests must be in writing on the "Amendment Form" located at the Service Desk or as a downloadable form at www.renaudspiritcenter.com.
- Please be aware that each occurrence of insufficient funds during the withdrawal process will result in a \$15 charge. Annual Pass holder privileges will be suspended until all delinquent charges are paid in full. During the suspension you will still be charged the monthly membership fee unless you request cancellation 30 days prior.
- If two (2) insufficient funds occur, the membership will be terminated.
- Individuals choosing to purchase a pass using monthly installments will be subject to a \$50.00 re-activation fee if a pass is cancelled and a request for a new membership occur within twelve months of the membership being issued.
- At the end of your 12 month Annual Pass, your Renaud Spirit Center pass will be automatically renewed. If you do not want your pass renewed at the end of your 12 months, you need to request non renewal in writing on the "Amendment Form" located at the Service Desk or as a downloadable form at www.renaudspiritcenter.com. by the first of the month. Otherwise, it will be treated as a cancellation form and will serve as 30 days notice.
- If the Applicant is under the age of 18 years old, a parent or legal guardian must sign this document.**

I have read and agree to the policies stated above in reference to using a monthly payment method for my annual RSC membership or RSC Plus membership.

Signature of Account Holder	Date	Staff Initials
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The credit card # portion will be destroyed after the account is set up

Visa or Master Card Number	CC Exp Date
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