



# AUTO CHARGE PAYMENT PLAN AGREEMENT FORM

Participant(s) Name(s)	
Payee's Name	
Address	

I, \_\_\_\_\_ (signature required) authorize the Woodridge Park District to charge my scheduled monthly payment to my credit/debit card for 2023-2024 Totschool. The first monthly payment is due at the time of registration. **Monthly payments are charged on the 1st of each month, October 2023 through May 2024.**

The Woodridge Park District will charge the account on the **1st of each month**. It is your responsibility to keep us current regarding all the information on this form. Any changes to account information must be received one week prior to the payment due date. All declined charges will incur a \$25.00 service fee. In the even that the schedule payment is not collected we will attempt automatic collection up to two additional times within ten (10) business days.

## WITHDRAW REQUEST

A withdraw request form must be submitted no later than the **20th of the preceding month** in order for the withdraw to be processed by the 1st of the month. No refunds will be given for fees collected if withdraw request is not submitted prior to the 20th of the preceding month. Withdraw request forms are found on the Woodridge Park District website, or can be picked up at the ARC or Community Center front desk during registration desk hours.

Please Check Box	<input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> DISCOVER <input type="checkbox"/> AMEX
Account #	
Exp. Date	
CVV:	
Cardholder Name	
Cardholder Signature	