

Recurring Payment Authorization Form

Ready Teddy Preschool 2024-2025

Schedule your payment to be automatically deducted from your bank account, or charged to your Visa, MasterCard, American Express or Discover Card. ***If you've participated in Recurring Payment in the past, you still need to complete this form.***

Recurring Payments Will Make Your Life Easier:

- It's convenient (saving you time)
- Your payment is always on time (even if you're out of town), eliminating late charges

Here's How Recurring Payments Work:

You authorize regularly scheduled charges to your checking/savings account or credit card. On the 1st (or the nearest business day), you will be charged the amount indicated below for each billing period. An invoice will be sent to you indicating the amount due for tuition, any previous Ready Teddy charges (if applicable), and the total applied to the payment method for Automatic Bill Pay. The invoice will be marked PAID. You agree 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.

If an Automatic Payment fails to process you will receive an invoice notifying you of the failure and the balance will remain on your account. ***It is your responsibility to update your account information by notifying the Park District of any changes. Changes in the "Saved Payment" area of Community Pass do not automatically carryover into Automatic Payment.*** A \$30 late fee will be charged for all tuition payments made on the 18th or later. A second late fee of \$30 will be applied to any tuition that remains unpaid after the next month has been billed.

You can enter your credit card information by accessing your online account, or you can call Park District office (708-354-4580) and we can do it for you. Once your credit card information has been stored, submit this completed form and we will enter you into Recurring Payment. ***We cannot enable Recurring Payment until this step is complete.***

Please complete the information below and return it to the Park District office.

Students Name(s) _____

Class _____

I _____ authorize Community Park District to charge my credit
(full name)

card for \$ _____ on the 1st of each month (or the nearest business day) for payment of Ready Teddy Tuition and any other balance relating to Ready Teddy.

Billing Address _____ Phone# _____

City, State, Zip _____ Email _____

SIGNATURE _____ DATE _____

I understand that this authorization will remain in effect until I cancel it in writing, and I agree to notify the Community Park District in writing of any changes in my account information or termination of this authorization at least 20 days prior to the next billing date. If the above noted payment dates fall on a weekend or holiday, I understand that the payments may be executed on the next business day. For ACH debits to my checking/savings account, I understand that because these are electronic transactions, these funds may be withdrawn from my account as soon as the above noted periodic transaction dates. In the case of an ACH Transaction being rejected for Non Sufficient Funds (NSF) I understand that the Community Park District may at its discretion attempt to process the charge again within 30 days, and agree to an additional charge of up to \$30.00 for each attempt returned NSF which will be initiated as a separate transaction from the authorized recurring payment. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law. I certify that I am an authorized user of this credit card/bank account and will not dispute these scheduled transactions with my bank or credit card company; so long as the transactions correspond to the terms indicated in this authorization form.

2024-2025 Ready Teddy Tuition Billing Dates

September 2 (**recurring payment not available for Sept.**)

October 1

November 1

December 2

January 1

February 1

March 1

April 1

May 1 (**half-payment**)