

Sylvania Tsunami Swim Club

Electronic Payment Processing Policy

The Club **requires** that every account has current **bank account (ACH) or credit card information set up in order to complete registration** for the registering session. This is to insure that the club does not forgo any unpaid fees that are owed. This will only need to be set up one time unless you want to change your option.

**** this still needs to be set up even if paying your registration fees by cash or check ****

HOW TO SET UP:

On the website go to the menu list on the far left side. Click on **My Account > Setup Auto pay** to save on your account either: your **bank account information for ACH transactions** or your **credit card information**. **Please make sure that you save the screen to save the information on your account.**

Important Facts regarding electronic payment processing:

- All members have the option of making a payment for the account balance in full via cash or check *prior* to the 1st of the month.
- If you are holding a balance on your account:
 - An email reminder will be sent 5-7 days prior to the end of the month, stating your account balance and the cutoff date of when cash or check payments must be received by in order to avoid an automatic electronic payment process of the balance against the account setup on your autopay on the 1st of the month. --- **Cash or Check Payments must be received by the club by the emailed cutoff date (not post marked by that date) ---**
- Electronic Processing Fees:
 - There will be a **\$1.25 fee for processing the ACH transaction** or a **2.95% of your balance + \$.30 fee for using your credit card.**

Please note: no ACH transaction/credit card charge will occur if your account holds a credit balance (extra money on your account) or a \$0 balance. It is encouraged, for future meet fees, to pay extra money towards your account.

If you have any questions, contact our Team Manager at ccoate@bex.net.