



Setting up Bank Draft as Autopay for Monthly Dues

PLEASE READ: IMPORTANT INFORMATION ABOUT YOUR ACCOUNT

Your swimmer will not be able to get in the water if you have not set up the autopay for monthly dues. Please take a few minutes to read and complete the following:

The only form of payment that is accepted is Bank Draft/ACH. Please follow the instructions listed below to set up your account.

Log in to your account at swimspa.org

On the Left side, choose My Account and then choose Setup Auto Pay.

Choose the first option, which is Automatically Charge BANK ACCOUNT.

DO NOT CHOOSE CREDIT CARD IF IT IS AN OPTION.

The following info is required on the next screen:

Account Bank Account Setup

The Bank Account that you choose MUST be either a checking or savings account. Some banks do not allow for direct debits. Please confirm that your institution allows direct debits and that the account number on your check is the actual account number for electronic transactions. This will alleviate the possibility of payment processing failures.

Bank Name:

Bank Account Holder Type:

Bank Account Type:

Bank Account Name: (usually your full name)

Account Number: (listed on the bottom of your check)

Routing Number: (9 digits listed on the bottom of your check)

Address associated with this Bank Account: ([Copy Name and Address from Account](#))

First Name:

Last Name:

Address:

City:

State: Zip Code: Phone #:

Please let me know if you have any questions or problems.

Thank you,

Staci Usagani

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SPA Registrar/Billing