



Electronic Funds Transfer (EFT) Application

Choose one:

Elect EFT payments  Terminate EFT payments

Choose one:

Individual  Couple  Family

**EFT Applicant must be authorized credit card holder**

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Please provide the following information.**

Type of card (check one):  VISA or  MASTERCARD

Account Holder Name: \_\_\_\_\_  
*Please list name of the authorized credit card holder*

**IMPORTANT NOTE:** It is the applicant's responsibility to ensure that the information provided on this form is complete and accurate. The City of West Sacramento will not be responsible and shall be held harmless for errors made in EFT payments that are a result of inaccurate or incomplete information provided on this form. In no event and under no circumstances will City of West Sacramento's liability exceed the amount of the EFT payments in question. I understand that by signing this agreement, I hereby authorize my bank to honor The City of West Sacramento electronic debit request for my West Sacramento Recreation Center fees. I understand that I can stop or change my electronic debit authorization by submitting a completed application requesting cancellation of my EFT, including effective date of cancellation/change. This authorization is to remain in force and effective until The City of West Sacramento has received written notification a minimum of 3 days prior to the next scheduled deduction. A processing fee of \$25 will be charged at the time of cancellation if you cancel your EFT before six (6) months of your EFT start date.

**(The City will NOT store or save your credit/debit card information.)**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Applicant Name (please print)

\_\_\_\_\_  
Employee Name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**For Staff Use: Termination**

Completed 6 months:  Yes  No If no, process cancellation fee of \$25. Initial: \_\_\_\_\_ Date: \_\_\_\_\_

Terms of Agreement  
**(You must initial each line item)**

       **When will the payments be withdrawn?**

Payments will be withdrawn on the (5<sup>th</sup>) of each month. Your first payment will be a pro-rated amount to complete the month when the application is submitted (the amount will depend on when you submit your form). From then on you will be charged your Recreation Center fees on the 5<sup>th</sup> of each month. If the 5<sup>th</sup> is a Saturday the fees will be applied on the Friday before; if the 5<sup>th</sup> is on a Sunday the fees will be applied on the following Monday.

       **What happens if my account/credit card information changes?**

If your account/credit card information changes, the authorized credit card holder will need to visit the Recreation Center to update their card on file. If there is an EFT balance due, that will need to be paid as well.

       **Will I be contacted if my EFT application is denied?**

The City of West Sacramento Recreation Center will contact you in the event that we receive a denial from your financial institution. Your Recreation Center pass and account will be placed on hold and a balance due. You will be given seven (7) days from the first notification to pay the balance due and any additional fees. If this is not completed the full balance will be sent to collections.

       **What happens if there are insufficient funds or if my payment does not go through?**

If your payment does not go through for any reason (including insufficient funds) you will be contacted to update your credit and pay your balance due before the last day of the month. Your pass will be placed on hold until fees are collected. If you do not update your account by the last day of the month your EFT will be cancelled, early termination fees may apply.

       **What happens if I need to have my account placed on hold?**

No accounts will be placed on hold. You may terminate your EFT if you choose.

       **What happens if I terminate my EFT?**

A processing fee of \$25 will be collected immediately prior to submitting your termination form if you terminate your EFT before six (6) months of your EFT start date. Only the authorized card holder can terminate his or her EFT.

       **How long will EFT be in effect?**

This authorization is to remain in force and effective until The City of West Sacramento has received written notification a minimum of 3 days prior to the next scheduled deduction.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please call the City of West Sacramento Recreation Center with any questions at 916-617-4770

**Pass Fee Adjustment:** Per the current Book of Fees, a 10% increase has been established at mid-year for the Recreation Center Pass to assist in covering the increase of minimum wage, daily operations, and cost associated with implementing programs at the Recreation Center.

## EFT - FAQ's

### How do I set-up EFT?

You submit a completed EFT application and submit it to the front counter staff. You must bring your credit/debit card with you that you would like the payments to be processed through.

### Can I sign up for EFT but use someone else's credit card?

The person signing the EFT form must use their own credit card. You may purchase an EFT pass for another individual, but you become the authorized account holder and can be the only person to make changes or cancel.

### When will the payments be withdrawn?

Payments will be withdrawn on the first (5<sup>th</sup>) of each month. Your first payment will be a pro-rated amount to complete the month when the application is submitted (the amount will depend on when you submit your form). From then on you will be charged your Recreation Center fees on the 5<sup>th</sup> of each month. If the 5<sup>th</sup> is a Saturday the fees will be applied on the Friday before; if the 5<sup>th</sup> is on a Sunday the fees will be applied on the following Monday.

### Do you save my credit/debit card information?

NO. We do not save any credit/debit card information in our system. You are required to bring in your card for the initial EFT set-up. From that point forward your credit/debit card information is encrypted and inaccessible to all staff.

### What if I already have an active pass?

If you are a current pass holder, we will set up the EFT for your account and activate it at the expiration date of your current pass.

### What happens if my account information changes?

In the event that your account information changes, you will need to submit another signed and completed Electronic Funds Transfer (EFT) Application with your updated information.

### Will I be contacted if my EFT application is denied?

The City of West Sacramento Recreation Center will contact you in the event that we receive a denial from your financial institution. Your Recreation Center pass and account will be placed on hold and a balance due. You will be given seven (7) days from the first notification to pay the balance due and any additional fees. If this is not completed the full balance will be sent to collections.

### What happens if there are insufficient funds or if my payment does not go through?

If your payment does not go through for any reason (including insufficient funds) you will be contacted to update your credit and pay your balance due before the last day of the month. Your pass will be placed on hold until fees are collected. If you do not update your account by the last day of the month your EFT will be cancelled, early termination fees may apply.

### What happens if I need to have my account placed on hold?

No accounts will be placed on hold (frozen) unless the requesting party is experiencing extenuating circumstances.

### Can I use more than one credit/debit card?

Unfortunately, you may only use one card for the EFT set up.

### What happens if I cancel my EFT?

A processing fee of \$25 will be charged and collected at the time of cancellation if you cancel your EFT before six (6) months of your EFT start date.