



As an authorized check signer on the financial institution account provided to the Astoria Parks and Recreation Department for monthly payment, I authorize Astoria Parks and Recreation to perform monthly scheduled electronic funds transfer debits from my account for payment.

I understand:

**Billing Cycle**

*This billing will process on business days only. Should the billing date fall on a weekend or observed banking holiday, billing will be submitted the next business day.*

Out-of-School Program

The Astoria Parks and Recreation Department will process electronic funds transfers on the 15th of each month.

Aquatic Center Membership Passes

The Astoria Parks and Recreation Department will process electronic funds transfers on the 24th of each month

**Fees**

*If any such electronic debit(s) should be returned by my financial institution as Non-Sufficient Funds (NSF), I authorize, Astoria Parks and Recreation, to collect a re-instatement fee as defined in Schedule B of the City Fees for Service Resolution per item to my internal account with the Astoria Parks and Recreation Department. I understand that returned items will not be re-debited from my checking account and will require an alternative form of payment (cash, money order, or credit card). Should electronic debits be returned twice within a one-year period for NSF I will be suspended from using electronic funds transfer for payment.*

Out-of-School Program

Furthermore, I understand that should I not submit payment I am subject to fees or consequences as defined in the Program's Parent Handbook

Aquatic and Recreation Center Membership Passes

Furthermore, I understand that my membership will be suspended until I provide payment in the amount of the membership and the reinstatement fee.

**Suspension**

*Payment for the upcoming month will be processed on the end date of your suspension request. Suspensions will only start and end on the 24th of the month to align with the billing cycle.*

**Cancellation**

*Refunds will not be issued for late notice of desired cancellation. Neither pro-rated refunds nor pro-rated charges will be provided for early cancellation – childcare is provided from the first day of the month to the last. Refunds will not be issued for scheduled, unexpected closures, or other similar circumstances.*

Out-of-School Program

Cancellation for electronic funds transfer must be received in writing by the first of the month.

Aquatic Center Membership Passes

Cancellation for electronic funds transfer must be received in writing by the fifteenth of the month.

**Extenuating Circumstances**

*Refund requests involving extenuating circumstances will be considered on a case by case basis. Largely, refunds will be issued in the form of a credit to your internal Astoria Parks and Recreation account.*

**Accounting**

*For accounting purposes, all electronic debits will be reflected in the monthly bank statement that corresponds with the financial institution account identified at the time of membership enrollment.*

I understand and authorize all of the above as evidenced by my signature below.

AUTHORIZED NAME (PRINTED) \_\_\_\_\_

AUTHORIZING SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_