



Brisbane Parks and Recreation  
 50 Park Place  
 Brisbane, CA 94005

Pay your Club REC, Kinder-Care and Pre-School payments automatically and be **Free...** from worries about missing a payment deadline.

**To sign up:**

1. **Simply stop by the Parks and Recreation Office at City Hall.**
  2. **Complete & sign the Automatic Payment Service Authorization Agreement Form.**
- Your card will be charged approximately the first working day of the month for that month's payment.
  - You will receive a payment receipt via email.

**Automatic Payment Service Authorization Agreement**

YES! I want to enroll in Auto-Pay

Child's Name(s): \_\_\_\_\_

Program Name(s): \_\_\_\_\_

Max. credit card charge not to exceed monthly program fee.

Name *exactly* as it appears on your credit card: \_\_\_\_\_

Billing Address: \_\_\_\_\_ (State) \_\_\_\_\_ (Zip) \_\_\_\_\_

Phone Numbers:

Primary Phone (please circle: home/cell/work) \_\_\_\_\_

Secondary Phone (please circle: home/cell/work) \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Credit Card Information**

Type of Credit Card: (check one) Master Card \_\_\_\_\_ Visa \_\_\_\_\_ American Express \_\_\_\_\_

Credit/Debit Card Account Number \_\_\_\_\_

Expiration Date: \_\_\_\_\_

CVV//CVC Code: \_\_\_\_\_

I authorize the Brisbane Parks and Recreation Department to charge the total amount of my program payment from the credit card account identified above. I understand that my credit card will be charged approximately the first working day of the month for that month's payment. I understand that I have **10 working days** from receiving my receipt to review the charge and contact the Brisbane Parks and Recreation Department if there are any discrepancies. My participation in this service can also be stopped by the Parks and Recreation Department if necessary. A cash or check payment will be required if my credit card is declined. If my credit card is declined 3 times this service will be cancelled by the Brisbane Parks and Recreation Department.

\_\_\_\_\_  
 Signature Authorizing Recurring Transaction

\_\_\_\_\_  
 Date