



# BANK DRAFT AUTHORIZATION FORM

City of Morgan Hill-Centennial Recreation Center

**Member Name (Please Print):** \_\_\_\_\_

## CANCELLATION & DOWNGRADE POLICY

A CRC membership may be **canceled or downgraded at any time with a notice of at least 15 days prior to the next scheduled bank draft.** Member fees are drafted either on the 1<sup>st</sup> or the 15<sup>th</sup> of each month. If we do not receive a cancellation or downgrade request within 15 days prior to the member's next draft date, the account will be drafted for the full amount and there will be no refunds issued. The cancellation or downgrade will be processed the following month. If you have an annual membership, you must put in your cancellation by the 15<sup>th</sup> of the month prior to desired cancellation.

***ATTACH VOIDED CHECK HERE***

### BANK ACCOUNT INFORMATION

A voided check is needed to complete bank draft transaction. I understand that if my bank account has an NSF (sufficient funds not available), my account will be drafted at the next available draft.

\_\_\_\_\_  
**Name on Account (Please Print)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Account Holder's Signature**

Beginning on the  1<sup>st</sup>  15<sup>th</sup> of \_\_\_\_\_ (Enter Month)

**the following charges will be continuously drafted: \$\_\_\_\_\_ every month.**

I authorize the **City of Morgan Hill** to deduct a monthly charge from my financial institution in the amount listed above. I agree to give 15 days notice prior to my draft date, in writing, to the Centennial Recreation Center to cancel or make any changes to my bank draft. I understand that if my bank draft is rejected, a \$31.00 service charge per draft attempt will be applied to my account.

### MEMBER INITIALS REQUIRED:

I understand that if I do not cancel my membership within the **15 days prior to my scheduled draft date,** my account will be drafted for the full amount and there will be **NO REFUND.**

**Member Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Staff Signature: \_\_\_\_\_

New Member

Change