



2019-2020 School Year

### Recurring Payment Authorization Form

Schedule your payment to be automatically deducted with Visa, MasterCard, or Discover Card. Just complete and sign this form to get started!

I hereby authorize Mooresville Park to charge my saved credit card for the weekly RECU Before and After School Care Program fee in the amount designated in Community Pass and on Friday, before the week begins.

I understand that this authorization will remain in effect for the entire school year unless recurring payment is concluded in writing or by telephone with the Mooresville Park Office. I agree to notify the Mooresville Park in writing or by telephone of any changes in my account information or termination of this authorization at least 10 days prior to the next billing date. If the payment date falls on a holiday, I understand that the payment(s) may be executed on the next business day. I certify that I am an authorized user of this credit card and will not dispute these scheduled transactions with my bank or credit card company; so long as the transactions correspond to the terms indicated in Community Pass.

#### Please complete the information below:

I \_\_\_\_\_ authorize Mooresville Park to charge my saved credit/debit card for the amount indicated in Community Pass on the Friday before each week begins. I understand automatic recurring payment is a WEEKLY fee payment.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

General Information	Student's Name
Elementary School	
Credit Card Owner's Name	
Last Four Digits of Credit Card	

General Information	Student's Name
Elementary School	
Credit Card Owner's Name	
Last Four Digits of Credit Card	

General Information	Student's Name
Elementary School	
Credit Card Owner's Name	
Last Four Digits of Credit Card	

Please fax completed form to Park Office at 317-831-9569 or email completed form to [sfreeman@moorevillepark.com](mailto:sfreeman@moorevillepark.com)

## SETTING UP RECURRING PAYMENTS WITH CREDIT CARD

- To set up recurring payments, log into Community Pass and go to payment methods.
- Save your credit card information in your profile.
- Once the credit card information is saved, call the Mooresville Park Office (317-831-7149) to be emailed a Recurring Payment Authorization Form.
- Complete form and return to the Park Office.

**Payment Methods - Add Card**

If you wish to store a card for use in future transactions with the selected Organization, please enter the information below.

**ORGANIZATION**  
Mooresville Park & Recreation

**CREDIT CARD INFORMATION**

**First Name:**

**Last Name:**

**Billing Zip Code\*:**

**Card Type\*:**

**Credit Card Number\*:**

**Expiration Date\*:**

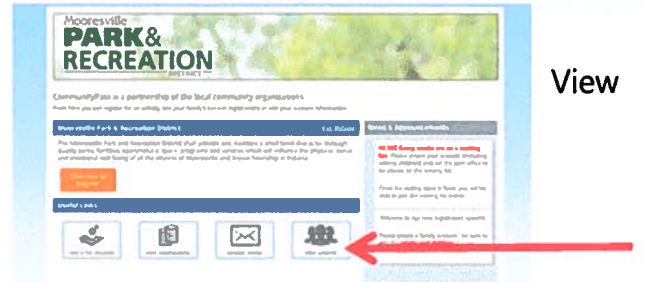
**CVV Code:**

## HOW TO ADD CHANGE/ADD AUTHORIZED PICKUP

- Log in to your Community Pass account.



- To add an authorized pickup person click Account.



- In the section "Non Family Members Authorized for Pickup" select Add Authorized Adult to add them, or select their name in green.



- Add the individual(s) authorized to pickup and select all children who may be picked up by this adult. Then select the yellow Save Changes button. If you are **removing** someone you'll want to click disable.



To remove an authorized pick up person, select their name in the Non Family Members Authorized for Pickup. Then select DISABLE.

