

## Automatic Payment Plan Application

*Complete this form to enroll. For checking account deductions, enclose a voided check.*

I hereby authorize Pace and the financial/credit card institution designated to begin deductions for Automatic Payment Plan payments. I understand my Automatic Payment of the billing amount will be made on the 24<sup>th</sup> of each month.

\_\_\_\_\_  
Name of Financial Institution/Credit Card Company

\_\_\_\_\_  
Account # for (check one):       Checking       Credit Card (Visa, MasterCard, or Discover)

\_\_\_\_\_  
Routing Number (if checking)

\_\_\_\_\_  
Address of Bank (if checking)

\_\_\_\_\_  
City, State, Zip of Bank (if checking)

\_\_\_\_\_  
Expiration Date (if credit card)

\_\_\_\_\_  
3-digit Security # (back of credit card)

### Agreement

I understand that it is my responsibility to notify Pace of any changes to my credit card or bank account information. This agreement will remain in effect until Pace has received written notification from me of termination in time to allow Pace and the financial/credit card institution reasonable opportunity to act upon it, or until Pace or the financial/ credit card institution has sent me written notice of termination of this arrangement.

\_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Your Name -- *please print*

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Vanpool Account Number: \_\_\_\_\_

*Your application will be processed effective the first day of the next billing statement cycle.  
Your monthly Vanpool fare statement will tell you when Automatic Payment begins*

# **PLEASE READ: IMPORTANT CHANGES FOR VANPOOL CUSTOMERS**

## **VANPOOL CREDIT CARD AND ACH PROCESSING**

### **TERMS AND CONDITIONS**

Due to the transition to a new billing system, Pace is implementing the following changes for credit card and ACH processing effective August 3, 2009.

Customer statements will be issued on or about the 9<sup>th</sup> of each month. The main payment cycle for credit card and ACH payments will occur on the 24<sup>th</sup> of each month. If this date falls on a weekend, then you may see the payment reflected on your account statement on the next business day.

Requests to begin using a credit card or bank account for your primary payment method will be implemented at the next statement cycle. You will need to complete the current statement cycle and pay that balance by check. After that current statement cycle is completed, your statements will indicate your balance will be paid by credit card or ACH so you will know that the change has gone into effect.

You will receive a 4% discount on your monthly fare for using credit card or ACH as your primary payment method. This discount will apply only to your monthly fare and will be reflected on your monthly billing statement.

Changes to credit card accounts or bank accounts as well as requests to cancel a credit card or ACH processing should be submitted to your Vanpool representative as soon as possible. Your account will be updated to reflect a payment method of check and the next monthly billing statement will reflect this change. After making a request to cancel credit card or ACH processing, there will be a three month waiting period before you can elect a credit card or ACH payment method again. Changes to credit card or bank accounts will also be limited to one change every three months. Updates to credit card expiration dates can be made at any time.

#### **Credit Card Processing**

Pace will be using Chase Paymentech as its provider for credit card processing. The main payment cycle will occur on the 24<sup>th</sup> of each month. If the credit card is declined during that main payment cycle, an attempt will be made again to collect the payment four business days following the initial payment cycle. If payment is declined a second time, one more attempt will be made four days business days later. If the payment is declined during the third attempt, your credit card payment method will be removed and you will be required to pay your statement balance via check or money order. You will not be able to elect credit card or ACH processing for a three month period.

#### **ACH Processing**

Pace will be using Chase Paymentech as its provider for ACH processing. The main payment cycle will occur on the 24<sup>th</sup> of each month. If the payment is declined for non-sufficient funds (“NSF”) during that main cycle, an attempt will be made to collect the payment again four business days following the initial payment cycle. If payment is returned a second time for non-sufficient funds, one more attempt will be made to collect the payment four business days later. If the payment is denied due to non-sufficient funds during the third attempt, your bank account will be removed as your primary payment method and you will be required to pay your statement balance via money order. You will not be able to elect credit card or ACH processing for a three month period. You will be assessed a \$25 NSF fee whenever payment is declined during the first attempt. This NSF fee will be charged even if the payment is collected later during a second or third attempt.

The terms and conditions outlined in this document will go into effect on August 3, 2009. Please contact your Vanpool representative regarding any questions.