



THREE RIVERS ASSOCIATION OF REALTORS®

AUTOPAY **TERMS AND CONDITIONS AND ELECTRONIC AUTHORIZATION CONSENT**

DEFINITIONS:

- **STATEMENT BALANCE:** Total balance as of the statement issuance date, which will be indicated on each monthly statement.
- **ACCOUNT BALANCE:** Total outstanding balance as of the date the Autopay Payment begins processing (includes posted charges and adjustments for payments, credits, and/or disputes since the statement issuance date).
- **MINIMUM AMOUNT DUE:** The payment amount required to keep your account in good standing, which will be indicated on the monthly statement. This amount will vary according to our “Statement Balance” each month.
- **FIXED AMOUNT:** The amount determined by account holder to be paid each month through AutoPay. The Fixed Amount must exceed the Minimum Amount Due as indicated on the monthly statement.
- **AUTOPAY DEBIT/CREDIT CARD:** The debit/credit card provided at the time of set-up from which the AutoPay Payment will be drafted each month.
- **AUTOPAY PAYMENT DUE DATE:** This is the payment due date on each month’s statement.
- **MINIMUM AMOUNT DUE:** Each month, TRAR will charge your AutoPay debit/credit card the “Minimum Amount Due” referenced in your monthly statement OR the “Account Balance” whichever is the lower of the two amounts when the AutoPay Payment begins processing.

Note: TRAR will charge your AutoPay debit/credit card each month even if you made other payments between the statement issuance date and AutoPay Payment Date, including if you paid the “Minimum Amount Due.” No charge will be made if you have a zero balance “Account Balance” when the AutoPay Payment begins processing. (We will generally begin processing your AutoPay Payment 1-2 days before your due date.)

Examples:

	Statement Balance on 1/1/2020	Minimum Amount Due on 1/1/2020	Additional Payment on 1/20/2020	Posted Charge on 1/22/2020	Account Balance When AutoPay Processed	AutoPay Payment on Due Date of 1/26/2020
Example 1	\$100.00	\$25.00	n/a	n/a	\$100.00	\$25.00
Example 2	\$100.00	\$25.00	\$ 50.00	n/a	\$ 50.00	\$25.00
Example 3	\$100.00	\$25.00	\$ 50.00	\$10.00	\$ 60.00	\$25.00
Example 4	\$100.00	\$25.00	\$100.00	n/a	\$ 0.00	n/a
Example 5	\$100.00	\$25.00	\$100.00	\$10.00	\$ 10.00	\$10.00

- **STATEMENT BALANCE:** Each month, TRAR will charge the “Statement Balance” referenced in your monthly statement, OR the “Account Balance,” whichever is the lower of the two amounts when the AutoPay Payment begins processing.

Note: TRAR will charge your AutoPay debit/credit card each month even if you made other payments between the statement issuance date and AutoPay Payment Date, including if you paid the “Statement Balance.” No charge will be made if you have a zero balance “Account Balance” when the AutoPay Payment begins processing. (TRAR will generally begin processing your AutoPay Payment 1-2 days before your due date.)

Examples:

	Statement Balance on 1/1/2020	Minimum Amount Due on 1/1/2020	Additional Payment on 1/20/2020	Posted Charge on 1/22/2020	Account Balance When AutoPay Processed	AutoPay Payment on Due Date of 1/26/2020
Example 1	\$100.00	\$25.00	n/a	n/a	\$100.00	\$100.00
Example 2	\$100.00	\$25.00	\$ 50.00	n/a	\$ 50.00	\$ 50.00
Example 3	\$100.00	\$25.00	\$ 50.00	\$10.00	\$ 60.00	\$ 60.00
Example 4	\$100.00	\$25.00	\$100.00	n/a	\$ 0.00	n/a
Example 5	\$100.00	\$25.00	\$100.00	\$10.00	\$ 10.00	\$ 10.00

- **FIXED AMOUNT:** Each month, we will charge the “Fixed Amount” OR the “Statement Balance” OR the “Account Balance,” whichever is the lowest of the three amounts when the AutoPay Payment begins processing.

Note: TRAR will charge your AutoPay debit/credit card each month even if you made other payments between the statement issuance date and AutoPay Payment Date, including if you paid greater than or equal to the “Fixed Amount.” No charge will be made if you have a zero balance “Account Balance” when the AutoPay Payment begins processing. (TRAR will generally begin processing your AutoPay Payment 1-2 days before your due date.)

Examples (Note: Customer elects for a \$35 “Fixed Amount”):

	Statement Balance on 1/1/2020	Minimum Amount Due on 1/1/2020	Additional Payment on 1/20/2020	Posted Charge on 1/22/2020	Account Balance When AutoPay Processed	AutoPay Payment on Due Date of 1/26/2020
Example 1	\$100.00	\$25.00	n/a	n/a	\$100.00	\$35.00
Example 2	\$100.00	\$25.00	\$ 50.00	n/a	\$ 50.00	\$35.00
Example 3	\$100.00	\$25.00	\$ 50.00	\$10.00	\$ 60.00	\$35.00
Example 4	\$100.00	\$25.00	\$100.00	n/a	\$ 0.00	n/a
Example 5	\$100.00	\$25.00	\$100.00	\$10.00	\$ 10.00	\$10.00

Your monthly billing statement will indicate your “Minimum Amount Due” and “Statement Balance” prior to the date on which TRAR will charge your account. If your due date falls on a Sunday, legal holiday, or other day that TRAR is not open for business, TRAR will process your payment on the next available business day. However, the payment will be credited to your account as if it had been processed and posted on the due date. All payments are subject to further verification and payment as well as the terms and conditions for your debit/credit card.

For any automatic payment option above that you have selected, TRAR will not charge your debit/credit card by an amount that will cause your member account to have a negative balance. You authorize TRAR to reduce the amount of the charge previously disclosed to you on your billing statement so that the amount charged does not exceed the member account balance as of the time TRAR begins processing your payment.

If the debit/credit card is declined at any time during your participation in the TRAR automatic payment program, or your member account is otherwise not in good standing, TRAR reserves the right to terminate your participation therein. If your member account is unenrolled for any reason, you will receive an email alert notifying you that your member account has been unenrolled.

You must notify us if (a) any information changes regarding your debit/credit card, or (b) if you wish to change the debit/credit card to which your payment is charged, or (c) if you wish to stop a payment or discontinue your participation in the program. You understand and agree that once we have begun processing a payment, it cannot be canceled, edited, or credited back to your debit/credit card.

ELECTRONIC AUTHORIZATION CONSENT:

When you make an automatic monthly payment arrangement, TRAR is required by law and regulation to provide you with a written description of the terms of that payment arrangement. To use this online service, you must agree to receive the terms of the authorization electronically. You also agree that your electronic acceptance of the terms of the authorizations will constitute a valid and binding electronic signature that will have the same force and effect as a handwritten signature by you.

When scheduling an AutoPay series, you have the right to receive notice where your payment amount is different than your previous payment or from your preauthorized amount. TRAR will provide such notice on your statement.

HARDWARE AND SOFTWARE REQUIREMENTS:

To access and retain the information subject to this consent, you must have or have access to equipment that meets the hardware and software requirements:

- Either the Windows operating system or Macintosh OS X.
- Internet access and an Internet browser which supports HTML 4.0, SSL encryption, Cookies and JavaScript.
- For Windows users, TRAR suggests using the latest version of one of the following free web browsers:
 - Microsoft Edge
 - Google Chrome
- For Macintosh users, TRAR suggests using the latest version of one of the following web browsers:
 - Apple Safari
 - Google Chrome

Certain older web browsers may not be supported by TRAR. If you are using an outdated version, you may need to update it in order to access your account(s) online. If you're unsure whether your computer or web browser meets our suggested system requirements, please contact TRAR.

Statements and certain Other Communications are available in PDF format only. You will need a program that accurately reads and displays PDF files (such as Adobe® Reader®). If you do not have Adobe® Reader®, you can download it at no charge from the following link:

<https://get.adobe.com/reader/> (Note that by clicking the link, you will be taken to a third-party site not managed by TRAR. As a result, different security or privacy practices may apply. We do not endorse, recommend or guarantee any products or services contained at the linked page.)

To print Statements or Other Communications, you must have a printer connected to your computer. To download Statements or Other Communications, if available, you must have sufficient hard-drive space to store the relevant materials.

By consenting to this eCommunications disclosure, you agree that you have the requisite hardware and software requirements as described above, including Adobe Reader. If, in the future, you no longer have access to a computer that meets our hardware and software requirements, please contact TRAR at 1-815-744-4520 to unenroll from receiving electronic communications.

Debit/Credit Card to be Used for AutoPay

Debit/Credit Card Number: _____

Name on Card: _____

Expiration Date: _____ CVV: _____

Billing Address of Card: _____

Dated: _____

Dated: _____

MEMBER

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