



Greetings Zumba Participants,

Are you a Zumba regular? Do you want to save some time and skip the step of visiting the office or registering online each month? Then we have something for you! We are excited to announce that we now have a monthly auto-debit option, where you can be automatically enrolled in Zumba each month.

Note: This option is not available for daily Drop-Ins.

How does it work?

- You submit an *Automatic Credit Card Authorization Form* (at least 3 business days prior to the start of the first month you would like to be enrolled and auto-debited for).
- This form authorizes your registration for Zumba each month using a credit card on file. If you aren't sure if you have a card on file, just stop by the office or call (510) 559-7000 and we can help you take care of it.
- You will be enrolled in and charged for monthly Zumba on a continual basis.
- On the first business day of each month, your credit card will be charged for one month of Zumba and you will receive an email confirmation receipt.
- If and when you are ready to opt out of auto-debit, you simply give the office two weeks' notice in writing (email okay!) notifying us that you would like to cancel.

We hope that you will find this new option helpful and beneficial!

Sincerely,

City of El Cerrito Recreation Department
7007 Moeser Lane
El Cerrito, CA 94530
Phone: (510) 559-7000
Fax: (510) 528-9413
<http://www.el-cerrito.org/recreation>



Automatic Credit Card Authorization Form - Monthly Zumba

This form must be submitted to the El Cerrito Community Center at least 3 business days prior to the start of the first month you would like to be enrolled and auto-debited for.

To activate my automatic credit card authorization, I understand that I must either (1) already have a credit card on file or (2) add a credit card to my account online or (3) come Community Center to have the credit card securely encrypted and stored.

I, _____ (*Full Name*) authorize the City of El Cerrito Recreation Department to automatically deduct Zumba monthly payments from my credit or debit card.

*Please note: Your credit card will be charged on the first business day of each month. Your credit card will continue being charged continuously unless written notification of cancellation is submitted to the Recreation Department. **All cancellation requests must be submitted in writing and must be submitted 2-weeks prior to the cancellation.** If your credit card is replaced by your bank for any reason (lost, stolen, expired) you must update your credit card information online or at the Community Center office.*

Auto Charge Start Date: _____ End Date (optional): _____

(Note: if you do not select an end date, your card will be charged on a monthly basis until a cancellation notice is submitted)

Name as it appears on Credit Card: _____

Last Four Digits of Credit Card Number on file: _____
(Do not write the entire credit card number)

Expiration Date: Month: _____ Year: _____

Signature: _____ Date: _____

Home Phone: _____ Cell Phone: _____

Email: _____

Billing Address: _____

City: _____ State: _____ Zip: _____