



April 2018

TO: FBTS Tennis Students and Parents

Many of you have asked us if and when we might have an Auto Pay Feature for your tennis class or camp.

We are pleased to announce we can now offer an Auto Pay Feature. Actually, it will be our office manually submitting a charge based on when the class payment is due. It is not an Automatic Charge.

Our Instructors keep the attendance log and will inform you when the next payment is due. Or you can always ask them.

How it will work:

- You give us Authorization to Charge your credit card when you or your child's tennis class or camp payment is due. It MUST be written Authorization. Either on paper or via an email. Just telling the instructor or our office verbally is not enough.

- *You must first have paid online with us at least once. Then we can process a charge.*

- We DO NOT keep or see your credit card. The Processing Company who handles our accounts will handle your card info. Same as when you pay online through any retail (Macy's, Sears), or automobile gas company (Shell, Exxon). This Company handles all the major retailers and works with VISA, MC, AMEX, Discover, etc.

This is the same Processor we have used for the past 10 years when you pay on our website with no problems or card breaches. Each Year we must go through a Certification Process to confirm how we handle charges in a secure and confidential manner.

We only see the last 4 digits of your card, so we can tell the Processing company who you are.

BEFORE we charge your card, we will send you an email informing you that your payment is due and that your card will be charged. If you do not want your card charged, want to use a different card or you have stopped classes, let us know so we do not charge you.

Of course, you can continue to go online and pay yourself or give us or the Instructor a check. REMINDER: NO Cash Payments. We, as you do also, like a paper trail on payments.

We hope this will make this easier for some parents, students and players to stay on top of their payments.

**Do not want to have to enter your information each time you register or pay for a class online?**

For those who routinely pay online themselves and do not want to keep entering their information in again, such as address, DOB, etc., if you are Registered on our website, all you need to do is Login (top right corner).

If you are NOT Registered, on our website, just go to the top right corner to the **Register** button- it is quick & easy.

**\*\* If you want to register for Auto Pay, send us an email or REPLY to this email with the following:**

"I Authorize Auto Pay be set up for tennis class, camp or program payments. I may revoke this at any time by sending an email or written note."

NAME:

EMAIL:

PHONE:

CARD LAST 4 DIGITS: You can call us with this if you prefer

DATE: