



City of Bellevue Parks & Community Services Fitness Pass EFT Policy & Procedures North Bellevue Community Center

IMPORTANT: Keep this document for your records

Customer
Initial Below

1. Automatic Payments – Ongoing Monthly Fitness Pass

- There will be no fee for starting up the automatic payment.
- The minimum obligation will be six full months. If the automatic payment is cancelled before that time for any reason, the primary member will be prohibited from setting up another automatic payment for a period of 12 months from the time the automatic payment was set up.
- You will be charged monthly for your Fitness Pass until a hold or cancellation is requested on the “Amendment to Pass Holder Agreement” form as described in section 2 - Interruption of Automatic Deduction (Hold) or section 4 - Request for Cancellation.
- **Automatic Payments begin**
 - **If purchased on the 1st day of the month**, the first month’s payment will be paid by cash, check, or credit card. The first EFT payment will begin on the first day of the following month and will be deducted on the first day of each month thereafter.
 - **If purchased after the 1st day of the month**, the first month’s payment will be prorated and paid by cash, check, or credit card. The first EFT payment will begin on the first day of the following month and will be deducted on the first day of each month thereafter.

2. Interruption of Automatic Deduction (Hold) *

If, for any reason, a participant needs to “interrupt the deduction cycle” for a minimum of one month or a maximum of two months during a one year period, then the Pass Holder must:

- No later than the 24th day of the month prior to the effective hold date**, submit in person a completed “Amendment to Pass Holder Agreement” form. Indicate whether the hold will be one or two months by checking the appropriate box. The Automatic Payment will be reinstated automatically based upon your selection.

3. Insufficient Funds

In case of depository notification of insufficient funds, the participant’s North Bellevue Community Center Fitness Pass will be frozen, and an additional \$15 non-sufficient funds fee will be assessed.

4. Request for Cancellation *

A request for cancellation must be done in person by submitting the “Amendment to Pass Holder Agreement” form 10 days prior to the effective cancellation date**.

5. EFT Changes

Thirty (30) days notice will be given prior to any change in EFT policy, procedure, or fee increase.

6. Account Reconciliation

If you have questions regarding an automatic payment, please contact the South Bellevue Community Center Administrative Assistant at 425-452-4240.

* No refund or credit will be issued between the date of request and effective date.

** Effective Date for Holds or Cancellations is the first day of the month following date of request.