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## CREDIT CARD AUTOPAY ENROLLMENT REQUEST FORM

### Member / Cardholder Information

Name (as it appears on the credit card) : \_\_\_\_\_

Credit Card Number (full 16 digits) : \_\_\_\_\_

Primary Phone Number: \_\_\_\_\_

Email Address : \_\_\_\_\_

### Autopay Options

Please select one ():

Minimum Payment Due :  
The minimum amount due on each statement will be automatically deducted.

Statement Balance :  
The full statement balance will be automatically deducted each month.

Fixed Amount : \$ \_\_\_\_\_  
A fixed amount will be automatically deducted each month (must be at least the minimum payment).

### Payment Account Information

I authorize Groundwork Card/MRV Banks to automatically deduct my credit card payments from the following account

Bank / Credit Union Name : \_\_\_\_\_

Routing Number : \_\_\_\_\_

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

Account Type :  Checking  Savings  Business Checking

Initiate Automatic payment on Start Date : \_\_\_\_\_

MM/DD/YYYY

## Authorization & Agreement

I authorize my Bank/Credit Union (entered above) to initiate a recurring ACH/Electronic debit to my account in the amount selected above from my Checking/Savings, at Bank/Credit Union (entered above).

This will begin to occur on the payment date noted in the Terms and Conditions. I understand that this authorization will remain in effect until I cancel the automatic payment.

I agree that ACH transactions I authorize comply with all applicable laws. To complete the payment request, sign below. By authorizing the payment, you have reviewed and agreed to the Payment Terms & Conditions below.

### Payment Terms & Conditions:

By signing below, I authorize Groundwork Card/MRV Banks to initiate automatic monthly payments to my credit card from the account listed above. I understand that:

- If scheduling recurring Automatic Payments, they will occur on the Statement Payment Due Date each month (the date may vary if it falls on a weekend or a holiday).
- Only one payment can be applied to your account within a 24 hour period.
- Please ensure that there are sufficient available funds in your account to cover your payment beginning a few days before the Payment Draft Date and keep such funds available until the payment is deducted from your account. Otherwise, you may be charged an overdraft or returned item fee. Other fees also may apply. Payments returned due to insufficient funds may result in late fees and/or returned payment fees.
- Payments cannot be made for any amount greater than \$99,999.99.
- Payments cannot exceed your current balance, less any amount currently in dispute.
- If you initiate a payment to be made over a weekend or a financial institution holiday, the payment will be applied to your credit card account on the second business day following your request to pay your bill.
- You may cancel recurring automatic payments by notifying us in writing to:  
Groundwork Card, Attention: Inquiries, PO BOX 11888 Carrollton, TX 75011-8888 or by contacting us at 866-614-0322.
- Payments cannot exceed your current balance, less any amount currently in dispute.
- If you initiate a payment to be made over a weekend or a financial institution holiday, the payment will be applied to your credit card account on the second business day following your request to pay your bill.
- You may cancel recurring automatic payments by notifying us in writing to:  
Groundwork Card, Attention: Inquiries, PO BOX 11888 Carrollton, TX 75011-8888 or by contacting us at 866-614-0322.

**Signature :** \_\_\_\_\_

**Date :** \_\_\_\_\_

**Co-Applicant Signature :** \_\_\_\_\_

**Date :** \_\_\_\_\_

If applicable

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## For Office Use Only

Date Received : \_\_\_\_\_

Date Processed : \_\_\_\_\_

Employee Initials : \_\_\_\_\_

Autopay Start Date : \_\_\_\_\_