



CHAMBER MEMBERSHIP EFT AUTHORIZATION FORM

Houston Northwest Chamber of Commerce
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To begin an EFT arrangement with the Houston Northwest Chamber, please complete sections 1 through 5. A **VOID CHECK** (or a **copy of a VOID CHECK**) must accompany this form in order to complete the transaction. Forms **MUST** be received a minimum of 2 business days **PRIOR** to date of first payment (see Section 4).

1	Effective Date of Authorization: _____ Reason for Authorization form: <ul style="list-style-type: none"> <input type="checkbox"/> New Authorization for New Membership or Renewal <input type="checkbox"/> Change EFT amount <input type="checkbox"/> Change EFT draw date <input type="checkbox"/> Change Banking Information <input type="checkbox"/> Discontinue EFT 		
2	Company Name: _____ Authorized Contact Last Name: _____ First Name: _____ Email Address: _____ Phone Number: _____ Company Address: _____ Company City, State & ZIP: _____		
3	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> Please debit my: <ul style="list-style-type: none"> <input type="checkbox"/> Checking Account (A VOID CHECK MUST ACCOMPANY THIS FORM) <input type="checkbox"/> Savings Account (Contact your financial Institution for routing number) </td> <td style="width: 50%; vertical-align: top;"> A copy of a VOID CHECK must accompany this form Routing Number: _____ Account Number: _____ (VANCO: Please put image here) </td> </tr> </table>	Please debit my: <ul style="list-style-type: none"> <input type="checkbox"/> Checking Account (A VOID CHECK MUST ACCOMPANY THIS FORM) <input type="checkbox"/> Savings Account (Contact your financial Institution for routing number) 	A copy of a VOID CHECK must accompany this form Routing Number: _____ Account Number: _____ (VANCO: Please put image here)
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4	Date of First Payment (choose one): <input type="checkbox"/> 1 st <input type="checkbox"/> 15 th Annual Membership Dues: _____ Frequency of Payment: <ul style="list-style-type: none"> <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annually EFT Administration Fee: _____ \$24.00____ Total: _____		
5	AGREEMENT I authorize Houston Northwest Chamber of Commerce, Inc., and Vanco Services, LLC to process debit entries to my account(s). I understand that Chamber membership is a year-to-year commitment and that membership cancellations must be made at least 14 days prior to membership renewal. I understand that an EFT administration fee of \$24 over the published annual membership dues is added for EFT payment plans. Gifts to the 501(c)(3) Chamber Foundation can cease at any time. I also understand that this authority will remain in effect until I provide written notification to terminate the authorization. Authorized Signature: _____ Date: _____		

A copy of a void check must accompany this agreement.