



**RANWC APPLICATION FOR AUTOMATIC
PAYMENT BY CREDIT CARD**

*****All applicable information below must be completely filled out in order to correctly sign up*****

Name: _____ RANWC MEMBER #: _____

Office Name: _____ Office # _____

I authorize the REALTOR® Association of NorthWest Chicagoland (RANWC) to charge my **MRED (MLS) access fees and KEYCARD access fees** to the following credit/debit card (**Annual dues are not eligible for automatic credit card payment and must be paid separately**). I understand that by signing below this card will be charged on the day of billing until such time as RANWC is asked in writing to cancel the agreement or until the credit card expires, whichever occurs first.

PLEASE CIRCLE ONE: **VISA** **MASTERCARD**

Card Number _____ / _____ / _____ / _____ Expiration Date _____ / _____

Card Holder (Please print clearly): _____

Your Current Billing Address: _____

Card Holder Signature: _____

Date: _____

FOR DESIGNATED REALTORS® and DESIGNATED REALTOR® APPRAISERS ONLY

I also authorize the REALTOR® Association of NorthWest Chicagoland (RANWC) to charge my **BROKER Office Fees/Fines** to the above credit/debit card. I understand that by signing below the above credit card will be charged on the day of billing until such time as RANWC is asked in writing to cancel the agreement or until the credit card expires, whichever occurs first.

Name (Please print clearly): _____

Signature: _____

Date: _____

AUTOMATIC CREDIT CARD PAYMENTS ARE PROCESSED THE SAME DAY OF BILLING AS FOLLOWS:

For Annual: Cards are charged the third week of August.

For Semi-Annual: Cards are charged the third week of August and third week of February.

For Office Fees: Cards are charged on a quarterly basis (February, May, August and November) and fines are charged as assessed.

*****PLEASE NOTE*****

- Automatic payment means you will not receive a paper bill
- No notice will be given on any declined or expired credit or debit card. However, receiving a paper bill while on automatic payment indicates your credit card did not go through.
- No changes or modifications may be made to the form once it is submitted
- Written notification in the form of a new application to RANWC is required if your credit card number or expiration date has changed.
- It is your responsibility to check with your banking institution to see if your payment has been processed.
- **If signing up for auto pay to avoid late fees, you must remain in auto pay for 12 months.**