



**AUTHORIZATION AGREEMENT FOR AUTOMATIC RECURRING BILLING (ARB) FOR  
MEMBERSHIP IN THE BELLEVUE HARPETH CHAMBER OF COMMERCE**

The Bellevue Harpeth Chamber of Commerce is pleased to offer you convenient payment options and automatic renewal for your membership dues. Option 1 is a credit card payment plan and Option 2 is an automatic bank draft payment plan.

**This can be set up by you/your billing rep in the Member Information Center through these steps: Please click [HERE](#) for a video with specific instructions.**

1. Go to the website [www.bellevueharpethchamber.com](http://www.bellevueharpethchamber.com) and click Member Login
2. Enter your username and password
3. On the left side menu, click COMPANY, then BILLING, then PAYMENT PROFILES
4. Click ADD NEW PAYMENT PROFILE and choose either credit card or bank account
5. Enter the required information for your account, then click ADD PROFILE. Your information will be securely saved through our payment processor.
6. Click the box that says "Notify Bellevue Harpeth Chamber of Commerce that I am interested in setting up automatic payments and select to use this profile for the recurring charges." *Note: This process acts as your signature and agreement for automatic renewal.*

If you prefer to have our staff set it up for you, please fill out the section below and scan/email it to [info@bellevueharpethchamber.com](mailto:info@bellevueharpethchamber.com) or mail it to: Bellevue Harpeth Chamber of Commerce, P.O. Box 210238, Nashville, TN 37221.

**For new members selecting quarterly or semi-annual payments, your membership will be activated upon the completion and return of the Enrollment for Credit Card or Bank Draft form and your first payment must be completed prior to activating your membership.**

☐ My (our) membership will remain on ARB and will be in full force and in effect until the Bellevue Harpeth Chamber of Commerce has received a 30-day written notification from me (us) of its termination to afford the Bellevue Harpeth Chamber of Commerce and my (our) financial institution a reasonable opportunity to act on it.

☐ I (we) hereby authorize the Bellevue Harpeth Chamber of Commerce to initiate withdrawal from my account as indicated below. (Membership begins in the month of joining and runs 12 month from that date. For example, if you join in the month of March, your anniversary / join month is March.

- If Quarterly: On or about the 15th day of the first month of each quarter starting with the month of my (our) anniversary/join month.

- If semi-annually, the 15th of the first month of my (our) membership anniversary/join month and the 15th of the sixth month after anniversary/join month.
- If annually, the 15th of the first month of my (our) membership anniversary/join month.

☐ If membership renewal is in arrears, member will need to catch up the number of months in arrears so that monthly ACH payments are timely and in tune with the regular renewal date. Payment for membership dues in arrears must be made at the time of application for ACH – Direct Debit and may be paid by check or credit card. Amount in arrears: \_\_\_\_\_.

☐ I (we) agree to all the above requirements to enroll in the Direct Debit / Automatic Recurring Billing Program of the Bellevue Harpeth Chamber of Commerce.

**Option 1: Credit Card Payment Plan**

Credit Card Type: ☐ Visa ☐ MasterCard ☐ American Express ☐ Discover

Credit Card Account No. \_\_\_\_\_

Exp. Date \_\_\_\_/\_\_\_\_ 3 Digit Security Code \_\_\_\_\_ Billing Zip \_\_\_\_\_

Name as it appears on credit card: \_\_\_\_\_

Address associated with credit card: \_\_\_\_\_

\_\_\_\_\_

I would like my payments to be drafted: (*Check one*) ☐ Quarterly ☐ Semi Annually ☐ Annually

**Option 2: Automatic Bank Draft Payment Plan**

Payments should be made from: (*Check one*) ☐ Checking Account OR ☐ Savings Account

Bank Name: \_\_\_\_\_

Account No. \_\_\_\_\_ Routing No. \_\_\_\_\_

Name on Bank Account: \_\_\_\_\_

I would like my payments to be drafted: (*Check one*) ☐ Quarterly ☐ Semi Annually ☐ Annually

I (we) hereby authorize the Bellevue Harpeth Chamber of Commerce to initiate debit entries to my (our) checking account indicated above and the depository named below,

Company Name: \_\_\_\_\_

Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Signature: \_\_\_\_\_