



APA's Direct Debit Program

Apply for APA's electronic dues payment program. It's automatic. It's convenient. It's free!

APA offers a more affordable option for members to manage their annual dues. If you are joining or renewing your APA membership, you qualify to pay for your membership and other subscriptions provided by APA electronically through monthly charges to your credit card. You can elect to pay your annual dues in as many as 10 equal installments.

Important details:

1. APA offers this service to individuals paying their own dues—agencies paying employees' membership dues do not qualify.
2. If APA receives your application for the Direct Debit Program at least 35 days before your membership period begins, you may divide your membership dues into 10 equal monthly payments. If received after your due date, as stated on your renewal invoice, your monthly payments will be divided equally, up to 9 payments, among the remaining months of your membership year.
3. Payments are due on the fifth business day of every month. You will be receiving a confirmation email stating when your first payment will be due.
4. If you wish to cancel the Direct Debit Program, APA must receive your request to cancel in writing at least five business days prior to your next scheduled payment. **Email: billings@planning.org.**
5. There will be no refunds for charges to your credit card for services rendered.
6. APA reserves the right to cancel your participation in the direct debit program due to any payment issues.
7. You cannot add or change services covered through the Direct Debit Program after we receive your application. You may purchase additional services separately by credit card or check.
8. **You must reapply for APA's Direct Debit Program every year** when you receive your annual renewal invoice.
9. There is no fee to start or to cancel direct debit service.

Authorization Agreement for Pre-Arranged Electronic Payments

(Please enter the information requested, sign, and return to APA)

I authorize the American Planning Association to deduct monthly payments for my membership dues and subscriptions for my current membership renewal period.

Name of Member: _____ APA ID #: _____

Name of cardholder: _____ Date: _____

Daytime Phone Number: _____

MasterCard Visa American Express Discover

Card Number: _____ Exp. Date: _____ CCV Code: _____

Cardholder Billing Address: _____ City: _____ State: _____ Zip: _____

Cardholder (Sign Here): _____

I understand that checking this box constitutes a legal signature confirming that I acknowledge and confirm the above information.

Return Direct Debit Application to: American Planning Association, PO Box 4291, Carol Stream, IL 60197-4291

Fax to: 312-786-6700

Questions? E-mail billings@planning.org or call 312.431.9100

*To ensure your bank information remains secure, we recommend that the completed direct debit form not be returned via email.