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### **ASA Monthly Installment Payment Registration Form**

ASA offers a monthly installment payment program for payment of membership dues, related subscriptions, and fees. Details of the program requirements are outlined below. Please complete the form in its entirety, sign the agreement, and return the completed form to ASA at [member@appraisers.org](mailto:member@appraisers.org).

#### **Requirements:**

1. ASA will accept installment payments by **card only**. Payments by check or ACH will not be accepted. Please provide a card that does not expire within the next twelve months.
2. Dues and fees are nonrefundable.
3. Forms submitted without a signature and date will not be processed.
4. If registration form is submitted prior to membership expiration date, the first installment will be processed on renewal due date.
5. If registration form is not submitted prior to the membership expiration date, any past due monthly installments will be processed at the time of enrollment in order to bring the account current and align with the remaining monthly installments for the membership year (July 1 through June 30).
6. Members enrolled in the installment plan agree to participate in the plan for a minimum of one (1) full membership year. Installment payments may not be canceled during the first year of enrollment. After completion of one full membership year in the installment plan, members may cancel future installments by providing written notice to ASA.

#### **Please complete this section:**

**Total Amount Due (please refer to your dues renewal notice: \$ \_\_\_\_\_**

A surcharge of 3% will be added to your payments if using a credit card. There is no surcharge for debit cards.

**Name: \_\_\_\_\_ Member ID# \_\_\_\_\_**

**Credit Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_ CVV \_\_\_\_\_**

**Name as it appears on the card: \_\_\_\_\_**

**If payment cannot successfully be processed, your membership will be put on hold until payment is made. It is your responsibility to update ASA if your credit card information changes.**

**I understand by completing and signing this form that I am registering for the ASA Installment Payment Program and agree to all the terms and conditions stated above. I have provided a credit card for payment, and I understand that the first installment will be charged immediately, and subsequent installments will be charged on the first weekday of the month. By signing up for monthly installments, I am agreeing that my membership will continue on a monthly basis after the initial sign-up year, unless I expressly opt out by contacting [member@appraisers.org](mailto:member@appraisers.org).**

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

Please retain a copy of this form for your records.