



## **CREDIT CARD PAYMENT AUTHORIZATION - INSTRUCTIONS**

The Rotary Club of Los Gatos has implemented a fully electronic billing and payment system for its members with payment of club expenses via a preauthorized credit card. Consequently, new members are asked to complete a credit card authorization form to be incorporated in the club billing and payment system.

The Credit Card Payment Authorization gives permission to the Rotary Club of Los Gatos to charge the credit card identified on the authorization for all expenses connected with the Rotary Club of Los Gatos and Rotary International and donations to the Los Gatos Rotary Scholarship Foundation, the Los Gatos Rotary Charities Foundation, the Rotary Foundation, and Rotary International Polio Plus.

The steps for completing the Credit Card Payment Authorization are outlined below.

- Login to the Rotary Club of Los Gatos website [[www.losgatosrotary.org](http://www.losgatosrotary.org)].
- On the top menu bar of the website, click on “Membership”.
- Scroll down and click on “Membership Credit Card Form”.
- Download the Credit Card Payment Authorization and complete all sections of the form.
- Print, sign, and date the completed form and deliver it to the Treasurer in person or mail the completed form to Rotary Club of Los Gatos, P.O. Box 1018, Los Gatos, CA 95031.

Upon submission of the Credit Card Payment Authorization to the Treasurer, please communicate to your Sponsor and the Membership Committee Chair that you have submitted the form so that your formal induction can be scheduled.

If questions arise while you are completing the Credit Card Payment Authorization, please contact the Treasurer.