

United Systems Association

Reverend J. Brown, Senior Instructor



P.O. Box 2546
Cedar Park, TX, 78630
RevJB@Fortress-Ministries.org (260) 460-7725



Dear future student,

We are happy that you are considering enrolling in one of our programs. Please understand that we are first and foremost a ministry and not a business. We do not exist to make a profit. I am a volunteer and no money from this program ever sees my personal bank account or goes into my own pocket. With that being said, we do have ministry expenses and there are financial realities that come with operating an endeavor such as this. Also, our commitment to you is that the money left over is always invested back into this ministry or will go to do other work for the Kingdom of God. Therefore, we want you to be confident that your money is being put to good use and will be reinvested back into a program in which you yourself will experience many direct and indirect benefits.

There are many reasons why we choose to collect our monthly fees by automatic debit. First, we want a commitment from our members. Although, you can cancel at anytime and you are under no obligation to continue for a certain number of payments, collecting our fees this way each month simply helps to ensure that quitting becomes an active and intentional exercise on your part. We have experienced some in the past who quit passively and just cease showing up for class without communicating that they had no further intention to continue. Second, collecting our monthly fees by automatic debit helps us to significantly reduce paperwork and administrative time. Third, automatic debit leads us away from having to charge fees for late monthly payments and even find ourselves in uncomfortable situations where students end up owing us money for unpaid monthly fees. This allows us to focus on building a positive relationship with the student and not have to expend wasted energy on collecting debts.

Our policy is that each student would be set up to pay on the first of every month. In order to accommodate those students who join mid-month, we ask for a prorated fee (\$5 per class in Indiana or \$6 per class in Texas) to be paid by check the first day a student attends. This will allow us, with at least a 2 week notice, to set up the automatic debit system for your account. If there is less than two weeks before the next month begins, students will be asked to pay for a little more than one full month at the prorated fee for each remaining class. Therefore, please bring your checkbook with you to your first class when you enroll. We will also need for you to know your bank's routing number, attach a voided check to the form attached below, and bring the completed form to your first class when you enroll.

If you have any questions about this process, please contact me. I will be happy to talk you through the process and help you in any way I can.

Sincerely,

Reverend J. Brown
USA Martial Arts, Senior Instructor

AUTOMATIC DEBIT FORM

Administered by: Automated Payment Systems, a division of Alpine Management, Inc. ♦ P.O. Box 255, Sandy, Utah, 84091

AUTHORIZATION FOR AUTOMATIC PAYMENTS

Student name _____

Bank account owner if different from student _____

Financial institution name, city, state _____

Bank Routing# _____

Bank Account# _____



Check below:

Begin new monthly debit on ____/____/____ in the amount of \$_____.

**** (Attach a voided check to this form)**

I, authorize and request USA Martial Arts of Fortress Ministries, Inc. to initiate debit entries to my account, by and through Automated Payment Systems, hereinafter called APS, and to debit the same to such account as indicated below at the depository financial institution indicated below. This authorization is to remain in full force and effect until APS has received written notification from me of its termination in such time and manner as to afford APS and depository financial institution a reasonable opportunity to act on it.

Change my debit to the new amount of \$_____.

Cancel monthly membership and change my debit to a monthly tax-deductible donation.

Cancel my monthly membership and my monthly debit (must be received by the 17th for the following month)

By signing below, I agree to the regular monthly debits to my account in the amount shown and method indicated above. I understand that this payment will continue until another one of these properly and completely filled out forms are submitted to USA Martial Arts and marked as either "Cancel debit" or "Change debit to new amount." In the event the membership is cancelled, the amount debited may be tax-deductable. The amount shown is only tax-deductable if no goods or services are received in exchange for the monthly payment.

Signature and date of account owner _____, ____/____/____

Return this form to: Fortress Ministries, Inc., P.O. Box 2546, Cedar Park, TX, 78630

BELOW IS FOR OFFICE USE ONLY

Date received: ____/____/____ Signature of admin. assistant _____

Customer ID _____