Frequently Asked Questions

Rotary Club – Recurring Dues Payment Program

1. Are recurring payments required?

No. Participation in the recurring payment program is completely optional. Members may continue to pay their dues using any of the existing payment methods:

- Pay online through the Club's current payment website.
- Pay by check or money order, payable to the Rotary Club.

Recurring payments are simply an additional convenience for members who prefer automatic payments.

2. How do I sign up for recurring dues payments?

Complete the Recurring Payment Authorization Form and return it by email to:

Laura DeGroot
Admin@perfectbalancebooks.com

3. What happens after I submit my authorization form?

Once your completed authorization form is received, you will be entered into our recurring payment system for the next dues payment cycle, unless you specify otherwise on your form.

If we have any questions or need additional information, we will contact you.

4. What payment information will be used?

If you have previously made a payment through MX Merchant, we will use the most recent credit card information on file.

If you have not previously used MX Merchant, we will contact you separately to obtain your payment information.

IMPORTANT: Do NOT include your credit card number or other payment information on the authorization form.

5. Will I have an opportunity to confirm or change my credit card?

Yes! Once you have been entered into the recurring payment system, you will receive an email directly from MX Merchant asking you to confirm the payment card on file.

At that time, you will have the opportunity to change the credit card you wish to use for recurring dues payments.

6. What if I need to change my credit card information in the future?

If you need to update your payment information after your initial setup, you will need to log into your MX Merchant account and make the change directly through the account.

7. Who do I contact if I have questions or need assistance?

Please contact:

Laura DeGroot, Treasurer
Email: Admin@perfectbalancebooks.com

We appreciate your participation in this new payment option and hope it makes paying your Rotary Club dues easier and more convenient!