



ACH WIRE TRANSFER

Wire transfers are initiated by Affinity Development Group, Inc., (Affinity Sports) for monies collected on behalf of an Association, League, or Club who accepts credit card payments for player registration, tournament registration and event or class registrations.

Wire transfers are initiated weekly and a wire notification is sent to the organization via email when a wire has been initiated. You can expect to receive funds within 1-2 business days from the date of the transfer depending on your financial institution.

Bank account information is required to initiate a wire transfer. It is your responsibility to update your contact information with Affinity Sports if your organization changes banks and/or if there is a change in account signors.

Credit Card Fees:

Credit Card %	Online Processing
3.0% Per Transaction	Waived

Accepted cards: **MasterCard and Visa**

The credit card fee is passed on as a convenience fee during the online registration process unless Affinity Sports is instructed by the League, Club or tournament that they wish to hide this fee from the end user and absorb this cost.

eCheck Fees:

Registration Fee	Online Processing
0 - \$150.00	\$2.00 Per Transaction
\$150.01 – \$500.00	\$3.00 Per Transaction
\$500.01 and Up	\$5.00 Per Transaction

The eCheck processing fee is passed on as a convenience fee during the online registration process unless Affinity Sports is instructed by the League, Club or tournament that they wish to hide this fee from the end user and absorb this cost.

Please complete the information below and fax both pages to
 (858) 777-6833 Attn: Affinity Sports Accounting Department

State Association:	Service Type: Online Registration Yes _____ No _____ Tournament / Gaming Yes _____ No _____ Event / Class / Camp Yes _____ No _____
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League/Club Contact Information:	Phone Number	
Org Name:	Fax Number	
Address:	E-mail Address	
City, State, Zip:		
Primary Contact:	Secondary Contact	

Bank Information	Bank Account Number	Transit or ABA Number (Nine Digit Number)
Bank Name: Contact Name: Address: City, State, Zip: Phone: Email:		

Notes:

Credit Card Fees

Credit Card %	Online Processing
3.0% Per Transaction	Waived

Accepted cards: **MasterCard and Visa**

Credit Card Yes _____ No _____

Hide Fees: Yes _____ No _____

(Hiding Fees: Club absorbs fees check (YES) or Club wants to pass on to applicant check (NO))

eCheck Fees

Registration Fee	Online Processing
0 - \$150.00	\$2.00 Per Transaction
\$150.01 – \$500.00	\$3.00 Per Transaction
\$500.01 and Up	\$5.00 Per Transaction

eCheck Yes _____ No _____

Hide Fees: Yes _____ No _____

(Hiding Fees: Club absorbs fees check (YES) or Club wants to pass on to applicant check (NO))

By signing below I agree to the above terms and conditions:

Signature Title Date

How Credit Card Payments Work

Credit Card transactions are not finalized until the application has been Accepted or the Administrator manually captures the pending credit card authorization. When the status of the credit card transaction shows as "Paid" the transaction is complete and the funds have been successfully processed.

You will not have the option to refund a paid credit card order until at least 24 hours after the transaction has been updated to a Paid status. At this time you can refund this transaction by clicking on the Refund link. It is at your discretion if you wish to refund the credit card processing fees. If you elect to refund the credit card processing fees, these fees will be deducted from your next wire transfer. If you do not refund the credit card fees there will be no penalty.

Credit Card payments may take up to 7 days to reach our Affinity Sports escrow account. When these funds have been received we make every effort to ensure that these are transferred in a timely manner, but this takes an additional two weeks to complete this transfer.

How eCheck Payments Work

eCheck only accepts U.S. based personal checking and savings accounts.

eCheck uses the ACH Network. Due to the nature of the ACH Network, eCheck does not work exactly like a credit card transaction. eCheck transactions are NOT processed and funds are not verified in real time, thus eCheck transactions are NOT 100% guaranteed to deliver funding. For example, eCheck transactions may result in returns with a not sufficient funds (NSF) or a charge back from a customer's bank during the financial settlement which takes place after a customer has successfully submitted an eCheck payment online.

Due to limitations and restrictions imposed by the eCheck process, the eChecking payment process from Affinity Sports site will adhere to the following processes:

1. At the time a Customer submits an eCheck payment authorization online through Affinity's payment processing system, authorize.net will verify the customer's bank account information, but eCheck will not verify available funds or other additional account information, such as a payment stop on the account. The submitted dollar amount may be withdrawn from customer's account as early as the same day, but may take up to a day or two for final settlement. Unlike a credit card payment, there is no authorization process through eCheck. eCheck is directly captured to customer account and then waits for final settlement. The first two processes are submitted and captured. Prior to final settlement, the authorized eCheck payment will appear as "Pending" or "Open".
2. Based on outcome of the final eCheck settlement, the payment status will be updated to Paid or Failed.
3. All single payments and first payment of a payment plan will be immediately processed and captured as "Pending" or "Open" until final settlement. All ensuing payment plan installments will be processed on the due date, but may not be finally settled for 1-3 days.
4. Affinity Sports will NOT process any customer refunds for any authorized eCheck payments. Refunds must be processed offline via paper check from the affiliate.