



This Automatic Recurring Payment Agreement (the "Agreement") is a contract between you and the State Bar of Wisconsin ("SBW") to set up your automatic recurring payment. Please verify that all information provided is complete and accurate before signing your agreement.

You may fax or mail the signed Agreement to the SBW Accounting Department. Your request may take up to 72 hours or 3 business days to process. No other discounts are eligible or available when taking advantage of recurring payment plans. You will need to complete an Automatic Recurring Payment Agreement each year if you wish to continue to make payments as allowed by the program.

## Frequency of Payments

An automatic recurring payment will be made 3 months and 6 months after your initial payment. A fee of \$30 plus any applicable taxes will be assessed with your initial payment. Please see the attached chart describing how payments will be scheduled. You will not receive any advance notice of this payment, but you will receive a post-payment confirmation email following all automatic recurring payments.

## Automatic Recurring Payment Failure

If your automatic recurring payment is declined or unable to be processed for any reason, you will be contacted by phone or email. We may in our sole discretion permanently restrict your ability to use a certain payment method if that payment method fails. In the event any payment is not made and you do not make the required payment by the end of your billing cycle, your service will be suspended or cancelled.

## Changing Automatic Recurring Payment

If you would like to change your automatic recurring payment method including, for example, making a change from one credit card that was initially selected to another credit card, you must authorize the recurring payment with the new credit card by calling the SBW Accounting Department. Any changes are subject to approval by SBW. If the change is approved, your previously-approved payment method will be terminated within 24 hours of approval.

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## AGREEING TO THESE CONDITIONS

By providing my credit ("Payment Method"), I AGREE that I have read and understand this Agreement. In addition, I authorize SBW to charge the full amount required by my payment plan (initial payment, 3-month payment, and 6-month payment) to the specified Payment Method; and I authorize the financial institution for the Payment Method specified above to charge my account and remit payment for my service to SBW. This authority will remain in effect until I give notification, as required under this Agreement, to terminate this authorization; provided, however, that no termination of authorization will relieve me of any obligation to pay amounts due for purchases I have made. I represent and warrant that I have full authority to enter into this Agreement and make the representations herein. I will cooperate to execute any documents that may be reasonably required to effectuate the foregoing authorization.

I further represent and warrant that any purchases under this Agreement will be for business or commercial purposes, and will not be for personal, household or family purposes. I make this warranty to confirm that no disclosures under the Federal truth-in-lending law are required and that the transaction is not governed by the Wisconsin Consumer Act because the purchases at issue are not primarily for a personal, family or household purpose.

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Signature (Authorized Representative)

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Print Name

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Date

**Complete the Billing Information on the Next Page**

# Automatic Recurring Payment Agreement Billing Information

## Customer Information or Primary Contact for Corporate Purchasers

Name \_\_\_\_\_ Member Number \_\_\_\_\_

Firm Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

☐ Full Forms Bank - Individual ☐ Books UnBound Library - Individual ☐ Ultimate Pass Gold

☐ Full Forms Bank - Corporate ☐ Books UnBound Library - Corporate ☐ Ultimate Pass Silver

☐ Ultimate Pass Bronze

☐ Ultimate Pass Corporate

### Billing information ☐ Check Here if Same as Above \_\_\_\_\_

Name on Card \_\_\_\_\_

Billing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

### Credit Card Information:

Card Type: ☐ VISA ☐ MasterCard ☐ AMEX ☐ Discover

Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_ Security Code \_\_\_\_\_

### Payment Authorization

I hereby authorize State Bar of Wisconsin to charge the indicated credit card. I agree that this is either a one-time or periodic charge that will be made as indicated previously. I guarantee and warrant that I am the legal cardholder for this credit card and that I am legally authorized to enter into this recurring payment agreement with State Bar of Wisconsin.

Signature \_\_\_\_\_

The only type of payment is credit card; we cannot accept debit cards.

**Please download, complete, print, and sign the fillable form, then return it to the State Bar of Wisconsin.**

Submit your form by mail to:

Accounting Department

State Bar of Wisconsin

P.O. Box 7158

Madison WI 53707-7158

Or FAX to: (608) 257-5502

**Please do not scan and email the form for security reasons.**

**Written explanation of payment plan:**

When you purchase a product or subscription using the state bar's installment plan, you will pay one third of the cost of the product or subscription on the initial purchase date plus any applicable taxes and a \$30 processing fee. You will pay the remaining two thirds of the initial purchase price in two subsequent payments that occur approximately three months and six months after the initial purchase date. Subsequent payments will be charged on or around the 15th day of each month (barring holidays and weekends). Your three month payment will occur in the third month after your initial purchase month. Depending on when you make your initial purchase, this could occur somewhere between 75 and 110 days after your initial purchase. Your six month payment will occur approximately 90 days after your three month payment.

**Schedule of payments based on initial purchase month.**

(Subsequent payments will be charged on or around the 15th day of each month (barring holidays and weekends)).

Purchase Month	Three Month Payment	Six Month Payment
January	April	July
February	May	August
March	June	September
April	July	October
May	August	November
June	September	December
July	October	January
August	November	February
September	December	March
October	January	April
November	February	May
December	March	June

**For example:**

You purchase an Ultimate Pass Gold on February 28, 2022. Your first payment of \$399.66 + \$30 fee will occur on that day. Your three month payment of \$399.66 will occur about May 15, 2022, (76 days after your initial purchase). Your six month payment of \$399.66 will occur about August 15, 2022, (168 days after your initial purchase and 92 days after your three month payment).