

Date: \_\_\_\_\_



## Member Account Maintenance Request

Please forward this form and any attachments necessary to Accounting for Member System Update

Primary Member Name: \_\_\_\_\_ Member # \_\_\_\_\_

Account Information Change: New Address: \_\_\_\_\_

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

Phone Change: Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Spouse Phone: \_\_\_\_\_

Add/Update Email Address: \_\_\_\_\_ @ \_\_\_\_\_

**Membership Cards: (Circle One) All members cards are the property of the Club and must be surrendered to the club upon termination.**

New/Replacement – Replacement Fee is \$25.00. Per Card. Date Billed: \_\_\_/\_\_\_/\_\_\_

Card Name: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Date of Birth: \_\_\_/\_\_\_/\_\_\_

Card Name: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Date of Birth: \_\_\_/\_\_\_/\_\_\_

**Proximity cards and Parking Permit** will not be sent out. Please be aware that there will be a \$35 charge per proximity card replacement and a \$15 charge per parking permit replacement. In order to receive your new proximity cards to access to the parking lot and parking permit, the following requirements must be met: Your club account must be current or brought up to date. Member Update Form and receipt signed must to be returned signed. \*\*Please note: We require a credit card on file to ensure charging privileges. Be sure to include that information on this Form

Car #1 Make: \_\_\_\_\_ Car Color: \_\_\_\_\_ Car Plate: \_\_\_\_\_

Proximity Card #: \_\_\_\_\_ Parking Permit #: \_\_\_\_\_

Car #2 Make: \_\_\_\_\_ Car Color: \_\_\_\_\_ Car Plate: \_\_\_\_\_

Proximity Card #: \_\_\_\_\_ Parking Permit #: \_\_\_\_\_

**Membership type Change:**

Member Type: (Family, Individual, Couple, Brass, Corporate, Executive Jr. )

From: \_\_\_\_\_ To: \_\_\_\_\_ New Member #: \_\_\_\_\_

Add/Remove Dependent: (Circle One)

Name of Dependent: \_\_\_\_\_ Date of Birth: \_\_\_/\_\_\_/\_\_\_

**Cancellation by Member: Reason:** \_\_\_\_\_

*A 30 day Advanced Written Notice to the Club is required. All charges and dues are payable through the end of the month in which 30 day notice ends. All members' cards are the property of the Club and must to be returned upon completion of 30 day period. (Attached Written Notice).*

Member Signature \_\_\_\_\_

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Accounting Input Date: \_\_\_\_\_

Maria Yrbas- Club Manager