

ACH TRANSFER

Please complete the information below, initial page 2, sign page 3 and “submit a request” and upload the document to the request. Once received, we will notify you that we have received this form.

SID: _____

State Association League/Club belongs to:	Service Type: Online Registration Yes _____ No _____ Tournament / Gaming Yes _____ No _____ Event / Class / Camp Yes _____ No _____
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League/Club Legal Name:	Phone Number:	
	Fax Number:	
League/Club Mailing Address:	Primary Contact:	
Street/PO Box:	Primary Email:	
City:	Secondary Contact:	
State:	Secondary Email:	
Zip:		

League/Club Banking Information:	Bank Account Number	Transit or ABA Number (Nine Digit Number)
Name of Banking Institution:		
Address:		
City, State, Zip:		
Phone:		

Legal Business Name:	
Employee Identification Number (EIN):	

Legal Business Address(PO Box not allowed): _____

How ACH transfers Work

Initial: _____

ACH transfers are initiated four times monthly and an ACH notification is sent to the organization via email when a ACH 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. Our ACH transfers are based on a reporting period. This reporting period is the same every month. Our schedule is as follows:

- ACH 1 – 1st-7th – Sent on the 9th or the second business day thereafter
- ACH 2 – 8th-14th – Sent on the 16th or the second business day thereafter
- ACH 3 – 15th-21st – Sent on the 23rd or the second business day thereafter
- ACH 4 – 22nd-EOM (End of Month) – Sent on the 2nd or the second business day thereafter.

How Credit Card Payments Work

Initial: _____

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 ACH 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 Sports Connect escrow account. When these funds have been received we make every effort to ensure that these are transferred in a timely manner, but this may take an additional two weeks to complete the first transfer.

Chargebacks - In the event that a registrant challenges the registration charge to their credit card/bank account and the merchant issues a chargeback, Sports Connect will not attempt to challenge the chargeback but will deduct it and any associated fees from the next ACH transfer to the customer. The customer is responsible for following up with the registrant to collect unpaid fees.

How eCheck Payments Work

Initial: _____

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 non-sufficient funds (NSF) or a chargeback 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 Sports Connect site will adhere to the following processes:

1. At the time a Customer submits an eCheck payment authorization online through Sports Connect’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 the 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 the 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 the 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.

