



APA's Membership Auto Renewal Program

Apply for APA's electronic dues payment program. It's automatic. It's convenient. It's free!

APA offers a more affordable option for members to manage their annual dues. If you are joining or renewing your APA membership, you may qualify to pay for your membership and other subscriptions, provided by APA electronically, through recurring monthly or annual charges to your credit/debit card.

Auto Renewal Disclosure Information

By selecting "Auto Renewal" of membership dues below, you agree to and accept the terms and conditions set forth by APA.

Terms and conditions

By selecting the Auto Renewal box below, I agree to have my credit card charged for my annual membership renewal, including APA, Chapter and AICP dues as well as other subscriptions, such as Divisions or Publications, if applicable.

I can cancel my Auto Renewal authorization at any time. I understand that paid dues or fees are nonrefundable and any balances (applicable only to monthly installments) will be billed to me, in order to retain my member benefits, and are due as of the date of cancellation. My membership or subscription product(s) will be suspended until paid in full. If no payment is made within 5 business days of cancellation, my membership or subscription(s) will lapse.

- APA reserves the right to cancel your participation in the Auto Renewal Program due to any payment issues.
- You cannot add or change services covered through the Auto Renewal Program after we receive your application.
- There is no fee to start or to cancel the Auto Renewal Program.
- Once you have enrolled in the Auto Renewal Program, you cannot make changes to your payment schedule except to withdraw from the Auto Renewal Program and pay your remaining balance in full.
- To cancel the Auto Renewal Program, APA must receive your request to cancel in writing at least five (5) business days prior to your next scheduled payment date.
Cancellation requests must be emailed to billings@planning.org.
- There will be no refunds for charges to your credit card for periods that have been billed.



Authorization Agreement for Electronic Payments

(Please enter the information required for participation, sign and return to APA)

Please enroll me in APA's membership Auto Renewal Program.

I understand once I am enrolled my membership (and subscription(s), if applicable), is renewed annually until canceled.

I authorize the American Planning Association to deduct my membership dues (and subscription fees, if applicable).

Please select one:

Monthly

APA must receive your application at least thirty (30) days before your membership period begins to be eligible for the maximum number of installments (up to 10 monthly payments). If received after your due date, as stated on your renewal invoice, your monthly payments will be divided equally (up to 9 payments) among the remaining months of your membership period. Monthly payments are charged to your credit card on the 5th business day of every month starting in the 1st month of your billing cycle - If the 5th of the month falls on a weekend or holiday the charge will occur on the following business day.

Annually

APA must receive your application at least 30 days before your membership period begins. Annual payments are charged to your credit card on the 5th business day, 30 days prior to your membership Paid-Through-Date, each year.

I acknowledge and agree to all terms and conditions above.

Member Signature (required): _____

Credit Card Info

Name of Member (please print): _____ APA ID #: _____

Name of cardholder, if different then above, (please print): _____

Date: _____ Daytime Phone #: _____ Email: _____

MasterCard Visa American Express Discover

Card Number: _____ Exp. Date: _____ CCV Code: _____

Cardholder Billing Address: _____ City: _____ State: _____ Zip: _____

Cardholder Signature: _____ Date: _____

Return Application to:

American Planning Association, c/o Membership, 205 N. Michigan Ave., Suite 1200, Chicago, IL 60601

Fax: 312-786-6700 - Questions? E-mail billings@planning.org or call 312.431.9100

To ensure your account information remains secure, we recommend that the completed auto renewal form not be returned via email.