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CARSHARE

KOOTENAY CARSHARE ACCOUNT RECEIVABLE POLICY

All members are responsible to keep their accounts up to date. A member's balance is determined upon the due date of their invoice. Any balance below \$30 will not be subject to any penalties or interest charges from the KCC. Any balance above \$30 will be subject to a 2.20% interest charge each month on the accounts outstanding balance. Members that find themselves unable to keep their account current can make arrangements for a payment plan with the KCC office. A reduced interest charge can be arranged but will be determined on a case by case basis.

Any account that is above \$200 after the invoice due date will be considered in arrears. Contact will be attempted with the member to make a payment to bring their account back below the \$200 limit. Any account in arrears is subject to suspension without notice. The KCC will only use suspension as a last resort but communication with the office is key to avoid account suspension. Any account that is above the \$200 limit and in arrears will be asked to provide a credit card to secure their account, if one is not already on file. After an attempt has been made to contact the member the on-file credit card will be charged the member's current outstanding balance. Any account that goes into arrears and is charged to a credit card can be subject to a \$40 administrative service charge to cover extra administrative services to the account. If a member cannot provide a credit card an extra \$250 worth of member shares may be required to keep the account active.

Please note that by signing below you agree to our accounts receivable policy and give the Kootenay Carshare cooperative the right to charge your credit card for any outstanding balance with the KCC.

Member Name: _____

Credit Card information:

TYPE: VISA MASTERCARD AMERICAN EXPRESS
NAME _____
NUMBER _____
EXP DATE _____ CVV NUMBER _____

Billing Address Same as my KCC member address
If different: _____

Authorizing Signature _____

Date: _____