



Credit Card Auto-pay Option

Dear Client,

For your convenience, OUTREACH now has Credit Card Auto-pay. Credit Card Auto-pay is a payment system that can automatically charge your credit card on a regular basis. This process can bypass the inconvenience of having to call in or mail in your deposits into your account. You can register your credit card with OUTREACH, which can be charged a set amount on a date of your choice.

If you are interested in setting up your credit card for auto-pay, please follow and complete the 4 easy steps on the Credit Card Auto-pay Authorization Form on the back side of this notice.

If you have any questions in regards to the Credit Card Auto-pay, please contact OUTREACH at (408)436-2865

Sincerely,

A handwritten signature in black ink that reads "Robert P. Gruss". The signature is written in a cursive style and is positioned above a horizontal line.

Robert Gruss
Controller



Credit Card Auto-pay Authorization Form

Step 1 – Register Credit Card to be used for Auto-pay:

Please Call OUTREACH at (408)436-2865 (M-F, 8-5pm) to register your Credit Card.

Step 2 - Complete Client Information below:

Client Name: _____

Client ID#: _____

Step 3 – Complete Credit information below:

Credit Card Number (last 4 digits only): ____ ____ ____ ____

Name on Credit Card: _____

Amount to be charge on credit card: \$ _____

Frequency of amount to be charged (Check one of the following three choices):

1. ____ Once every 15 days
2. ____ Once per Month
3. ____ Once every 45 days

Write in the start date in which the above credit card will be charged. Please choose any given date from the 1st through the 28th : _____

Above credit card will not be charged, if the client accounts balance listed above reaches the following amount: \$ _____ (amount not to exceed \$500.00)

STEP 4 – Mail in this form to OUTREACH at 926 Rock Ave. Suite 10, San Jose, CA 95131

The Credit Card Auto-pay can be cancelled at any time by calling the OUTREACH.

I hereby authorize the above credit card charge(s): _____

Signature of Card Holder

Date