



Instructions for Corporate Membership Application Forms

1. Corporate Application Form completed.
 - ✓ Pass type (individual, couple, etc.) selected.
 - ✓ Applicant information provided.
 - ✓ Names of all individuals to be included on pass furnished along with birthdates.
 - ✓ **Bottom of form signed by applicant.**
2. If making monthly payments, Direct Debit/Credit Authorization Form completed.
 - ✓ **First month's payment to be made at front desk when processing.**
 - ✓ Choose date (1st or 15th) that monthly payments should be processed.
 - ✓ If payments to be made through checking account, must include a voided check. We do not accept deposit slips because many do not include the bank's routing number.
 - ✓ If payments to be made by credit card, card number and expiration date provided on form.
 - ✓ **Form initialed and signed by applicant.**
3. If making single payment, full payment (12 x monthly payment amount) must be provided at front desk during processing.
4. **Employee brings completed forms and payment to The CENTRE front desk for processing.**