



MEMBERSHIP DUES PAYMENT INSTALLMENT PLAN

It is the policy of the American College of Prosthodontists (ACP) to invoice all members for dues by December 1 of each year. Dues are collected on an annual basis and are based on the College's fiscal year. It is also the policy of the ACP to offer an installment dues payment plan to provide College members the option to pay their dues in installments over two calendar years. The plan provides for those members who request their dues payments be divided into three equal installments, with payments on designated days in November, December, and January.

A completed installment payment authorization form must be received by the Central Office prior to the November installment deadline. The authorization form allows for credit card payments to be processed automatically on designated dates in November, December, and January. The payments must be guaranteed as an automatic credit card payment processed for 1/3 of the dues payment, including an additional three dollar (\$3.00) processing fee per payment. Members on the installment schedule will not receive monthly dues invoices.

Members wishing to utilize the dues installment payment process must agree to the following:

- Dues installment form will be completed, signed, and received prior to the November deadline.
- Automatic credit card charge for each installment is authorized by the member.
- Automatic credit card charge for installment fee of three dollars (\$3.00) per payment is authorized by the member.
- Member who is approved for the installment payment plan will notify the ACP of any credit card number or expiration date changes prior to the next installment date.

The ACP dues installment plan is designed to assist those ACP members who require a payment schedule to better manage their dues liability. If the ACP is unable to collect a dues payment, membership will be suspended until payments are resumed. The member will be notified by the Central Office staff if a credit card issue arises and an installment payment is unable to be processed. It is the member's responsibility to provide accurate credit card and contact information in a timely fashion.