

RFC DALLAS, INCORPORATED

P. O. Box 691
Addison, Texas 75001

September 14, 2012

Dear RFC Members,

The RFC Board of Directors has enacted a new policy both as a convenience to our members and as a method to minimize our aged accounts receivable. Effective immediately, all members on Active status (i.e., those members who are currently being charged monthly dues) are being asked to keep a valid credit or debit card on file with the Club Treasurer. Please fill out the attached credit card authorization form and mail it to: RFC Dallas, Inc., PO Box 691, Addison, TX 75001-0691.

Starting October 1, 2012, member bills will be generated and e-mailed out as usual. However, if by the end of the billing cycle (i.e., the last day of the month in which the bills are sent to the members), the Club has not received payment in full of your account, then a convenience fee (see below) will be added to your account, and your credit card will be automatically charged for the outstanding amount on your account (including the added convenience fee). If you do not want to incur the convenience fee or if you do not want your credit card to be charged for the balance due on your account, then you will need to ensure that payment of your account in full reaches the Club's Post Office Box at the Addison Post office no later than the last day of the billing cycle (i.e., the last day of the month in which the bills were sent to the members).

So, it's your choice – to pay by check, make sure you mail your payment early enough to ensure that your payment reaches the Club's Post Office Box at the Addison Post office no later than the last day of the billing cycle. If you would prefer to pay by your credit card on file with the Club, then you needn't do anything as your credit card will be charged automatically.

The Club has incurred and will continue to incur various charges in connection with setting up, maintaining and utilizing the systems that will allow the Club to accept credit card payments. In order to cover those additional costs, each member account that is to be charged to a credit card will first be charged a convenience fee on the unpaid balance thereof. While the Board reserves the right to adjust the convenience fee from time to time, the convenience fee currently authorized by the RFC Board of Directors is 3.0% of the unpaid balance of the applicable account.

If you have questions, comments or concerns, please feel free to contact either me or one of the other Board members.

Thank you,



John Rousseau
President

RFC Dallas, Inc.
PO Box 691
Addison, TX 75001-0691

Credit Card Payment Authorization Form

Sign and complete this form to authorize RFC Dallas, Inc. to debit your credit card listed below.

By signing this form you give RFC Dallas, Inc. permission to debit your account for the outstanding amount on your account, together with any applicable fees, as of the last day of each monthly billing cycle.

Please complete the information below:

I _____ authorize RFC Dallas, Inc. to charge my credit card
(full name)
account indicated below for the outstanding balance on my RFC Dallas, Inc account, together with any applicable fees, as of the last day of each monthly billing cycle.

Billing Address _____ Phone# _____

City, State, Zip _____ Email _____

Account Type: Visa MasterCard AMEX Discover

Cardholder Name _____

Account Number _____

Expiration Date _____

CVV2 (3 digit number on back of Visa/MC, 4 digits on front of AMEX) _____

SIGNATURE _____

DATE _____

I authorize the above named business to charge the credit card indicated in this authorization form according to the terms outlined above. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form.