

Special Events Payment Refund

In the event a tournament is cancelled due to any reason including adverse weather postponements or the member must withdraw from a tournament the following procedures must be followed depending on the members method of payment.

The only acceptable form of payment is check or Zelle for Special Events. No cash payments!

If a member paid his entry fee by check, he must notify Barnet Barber, Mike Benson or Jamie Henkle by email whether to return or destroy the check submitted in payment. **No notification** will indicate the member's desire to have his check destroyed.

For members who utilize the Zelle program there are more options available:

1. Notify the Zelle Tzar to return the money to the members checking account by Zelle transfer.
2. Direct the Zelle Tzar to apply the payment to the next tournament on the schedule.
 - a. If the entry fee for the next tournament is less than what was initially submitted request by email a partial refund and apply the balance in full payment for the next Special Event.
 - b. Conversely, If the entry fee for the next tournament is greater than the funds previously submitted, remit the unpaid balance by Zelle payment and notify the Zelle Tzar by email of your intentions.
3. All instructions and inquiries regarding Zelle payments must be submitted by email to the following address: **Mike Bensen at mikebensen@att.net**
4. Once the additional payment is processed the member will receive an email in accordance with current Zelle payment policy.
5. All Zelle transactions will be forwarded to the Tournament Chairman as proof of payment by the member per current policy.
6. Zelle payments are made to the phone number affiliated with the member. If a member pays from an account managed by their spouse it is imperative that the Zelle Tzar is made aware of the **legal name and phone number** associated with the account so that direct refund payments may be initiated.
7. All requests for redirection of payments should be completed within a few days. The members will be notified by email in accordance with the club's current policy. Your bank should also notify you of a pending deposit.
8. The phone number to direct Zelle payments remains the same.

To ensure accuracy all requests and questions must be submitted by email to create a paper trail for our mutual protection.