**Billings United Accounts Receivable Policy**

 Upon registration for any Billings United Program (Competitive League, or auxiliary program) the following options are provided for payment to Billings United Soccer Club:

* Pay in full at the time of registration via Credit Card
* Pay in full via Check
* Payment Plan via credit card (4% processing fee applies)
* Payment Plan via check..

**Payment Procedures**

 Billings United will follow the procedures below to ensure payment for services provided:

* Monthly invoices will be sent out via email to participants on the payment plan or accounts past due.
	+ 30 days past due on an account balance - an invoice with a letter of collection from Billings United Executive Staff will be sent.
	+ 60 days past due on an account balance- an invoice with a certified letter of collection will be sent from the Billings United Board of Directors
	+ 90 days past due on an account balance upon approval by the Billings United Board of Directors the balance due will be sent to a collection agency.

**Participation in Club Activities**

A player with a delinquent account more than 30 days past due will not be permitted to participate in any club activities until the balance has been paid or payment plan has been approved by Billings United.