

Date Received: \_\_\_\_\_

# Benton Golf & Country Club

## Membership Cancellation

I \_\_\_\_\_ will be dropping my membership with Benton Golf and Country Club effective on this date \_\_\_\_\_.

Should be dropping by before the end of month. Invoice are generated 1<sup>st</sup> of each month and all members of PODS have to be adjusted before reoccurring bills generate. All new memberships are required to stay a year from the month joining.

Board will vote to approve or not at monthly meetings.

Reason: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Cart Shed No. \_\_\_\_\_ Out of shed date: \_\_\_\_\_ Get lock from Pro shop

Are you a member of a POD: who's did you join? \_\_\_\_\_

Signed by: \_\_\_\_\_

**Employee Initials:** \_\_\_\_\_

**Certificate Member? Yes \_\_\_\_\_ No \_\_\_\_\_**

If you are a certificate member, are you transferring your membership to another member or returning it to the club?

Name of transferring member: \_\_\_\_\_

Return to Club \_\_\_\_\_

**Office checklist (notify Cathy Thompson – Stop ACH drafts**

\_\_\_ Cancel Reoccurring Invoice

\_\_\_ email Pod members

\_\_\_ Update Pod Members invoices

\_\_\_ Check balance on ForeUp pro shop (member balance)

\_\_\_ Delete out of ForeUp

\_\_\_ Note cancellation date in Notes on Quickbook and if balance is zero inactivate otherwise wait for CPA to close month.