



INN MANAGEMENT SYSTEM ENROLLMENT FORM

Inn Name: _____ Date: _____

Inn ID: _____

Applicant Information:

Name: *Please print* _____ Inn Leadership Position: _____

All current members of the Inn's executive committee will have access to the Inn Management System (IMS). It is important for Inn leadership to develop a policy regarding the use of the IMS based on its unique needs, and the requirement for training prior to its use. IMS help and resources are available on our [website](#).

Terms & Conditions:

The American Inns of Court Foundation provides the Inn Management System (IMS) as a service to chartered American Inns of Court. Usage of the IMS by an Inn is subject to proper enrollment by the Inn and acceptance of any terms of use that may be in effect. Terms of use may change. The complete [terms of use](#) and [privacy statement](#) is available on our website at www.innsofcourt.org.

Our Inn agrees to abide by the Terms & Conditions of the Inn Management System (IMS).

Signature: _____ Name: *Please print* _____

OPTIONAL Online Credit Card Payments: The IMS allows Inns to process credit card payments from members via PayPal, Square, or the American Inns of Court merchant account. If the Inn chooses to use PayPal or Square, leave this section blank and refer to the instructions on our website on how to set up an account and sync it with the IMS: [IMS Accepting Credit Card Payments](#).

If the Inn chooses to use the American Inns of Court merchant account, please initial here.

Initials: _____

As a representative of my Inn, I hereby authorize the American Inns of Court to establish the online credit card payment process for my Inn. I understand and agree to the following terms and conditions:

- Member payments by credit card will be processed through the American Inns of Court Foundation's credit card merchant
- Each transaction will be assessed a fee of 3.5% (subject to change)
- The net sum of payments collected (i.e., total transactions less the transaction fee) will be distributed to the Inn on a monthly basis
- Refunds for transactions that were initially paid by credit card must be issued by the Inn by check; refunds may not be issued to credit cards
- Funds to Inns will be distributed by ACH. Inn will be required to provide bank account information to the American Inns of Court Foundation's ACH payment service.

Primary Billing Contact: *(Must have access to the Inn's bank account to receive ACH transfers, usually the treasurer.)*

Name: _____ Inn Leadership Position: _____

E-mail: _____ Phone: _____

PLEASE RETURN THIS COMPLETED FORM TO YOUR [DIRECTOR OF CHAPTER RELATIONS](#).