



DIRECT PAYMENT AUTHORIZATION (ACH)

Your monthly homeowner association fees may be transferred directly from your bank account into the Association's bank account. If you would like this service, please read the following, then sign, date and return to management.

1. Please complete the information on the attached form and return to management. Please tape a blank personal check to the form, writing the word “**void**” across the face of the check. The voided check verifies your name, the name of your bank, the routing number and your account number.
2. This information is needed at least 4 weeks prior to start of automatic withdrawals.
3. Transfer of funds will occur between the 5th and 10th of each month. This “window” of time allows for dates that fall on weekends or holidays.
4. Your monthly billing statement is sent by the last week of the month. If you authorize electronic payment of your fees, your statements will reflect the automatic debit and will confirm that the transfer was made.
5. This form authorizes **ONLY the WITHDRAWAL of the CURRENT HOMEOWNER ASSOCIATION FEE**. Should the fees be increased, you will be notified in advance in writing. No other charges will be withdrawn from your account (including fines and Special Assessments). Such charges will appear on your billing statement as an outstanding balance, which may be subject to late charges if not paid by the 15th of the month. A separate payment should be sent to management payable to the Association to cover these additional charges.
6. If you change banks it will be necessary to complete a new form and include another voided check from your bank and return both to management.
7. If you sell your unit or wish to discontinue using the electronic transfer option, you must notify management in writing.