

AUTHORIZATION AGREEMENT FOR PREAUTHORIZED PAYMENTS: AUTOMATIC CHECKING DEDUCTIONS

This form needs to be received by the 25th of the present month for deductions to occur for the following month.

Owner Name: _____ Account Number : _____
 Owner's Email : _____
 Association Name: _____ Owner's Phone Number: _____

I (we) hereby authorize _____ hereinafter called the ASSOCIATION, to initialize entries to my (our) checking account at the DEPOSITORY INSTITUTION listed below to debit the same to such account for any and all assessments as approved by the Board of Directors. I understand my participation in this program involves deduction from my account listed below, which can be subject to corrections and/or adjustments as instructed by the ASSOCIATION. **PLEASE INCLUDE A VOIDED CHECK WHERE THE SPACE IS PROVIDED BELOW.** DIRECT DEBIT CANNOT BE COMPLETED WITHOUT A VOIDED CHECK.

Unit Owners Bank Name: _____
 Bank Address: _____

Routing or ABA number: _____ Checking Account Number: _____

Amount of monthly dues or Payment: \$ _____ Month first draft is to occur: _____

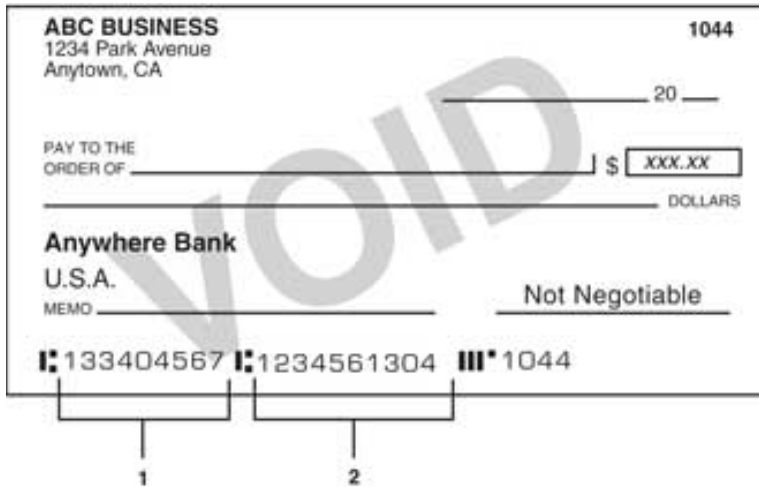
Account Type: Checking or Savings Date due: 1st of each month Frequency: _____

This authorization is to remain in full force and effect until (Community Name) _____ has received written notification from me (or either of us) of its termination in such time and in such manner as to afford (Community Name) _____ & CITY NATIONAL BANK a reasonable opportunity to act on it.

Terms of Service: By signing this form you are agreeing to enroll in ACH service. Please note upon your first draft any balance due on your account will be charged. Outstanding Balance Due (if applicable) \$ _____ Today's Date _____

 Signature of Member Date

 Signature of Member (2nd authorized person) Date



- 1 Bank Routing Number (requires 9 digits)
- 2 Bank Account Number (not to exceed 17 digits)

**Please send the signed form with a voided check to Cash Management via:
 Fax: 786-427-1397 or
 Email: ACH@apmanagement.net**

Please see reverse side for FAQ's.



AUTOMATIC CHECKING DEDUCTIONS

Frequently Asked Questions

What is the ACH program?

The ACH program is a free service offered by Atlantic | Pacific Management. This service allows A|P to automatically deduct your Homeowners' Association dues directly from your checking or savings account as an ACH debit on a monthly basis.

What are the benefits?

ACH is the most efficient and convenient way to make your monthly payments. It saves time and you can avoid writing checks, postage, mail delays and late charges.

How do I enroll in ACH?

Complete the attached authorization form in its entirety. Send your authorization form and voided check or savings account deposit slip to the fax or email address indicated on the form; you may also drop it off to the Front Desk at your property. Please know that automatic payments will not be setup if a voided check or deposit slip is not provided. If you do not have either of these, please provide confirmation of the Routing and Account Number from your bank. Also, automatic payments are only accepted from United States banking institutions.

When will my bank account be debited and for what amount?

The monthly draft occurs during the first week of every month. You will be drafted the amount of your monthly Homeowners' Association dues. Upon your initial draft, however, if there is an outstanding balance it will be drafted along with your monthly dues. Upon enrolling in ACH, you will also be drafted for any and all assessments that are approved by the Board of Directors, such as special assessments and increased Association dues.

What if I change banks, but want to continue with the automatic payments?

You are required to complete a new authorization form with your new banking information. Make sure to include a copy of a voided check or savings account deposit slip.

I currently have automatic bill pay setup through my bank, how is this different from the ACH program you offer?

Unbeknownst to many, when an automatic bill payment is set up online through your bank, a physical check is still cut and mailed out to our lockbox; therefore, these payments are subject to become lost in the mail or delayed just as any other piece of mail could be.

What will happen if my ACH is returned?

There is a \$40.00 fee for all payments returned for insufficient funds or closed accounts. If two consecutive payments are returned, the ACH will be stopped and you will be responsible for making all future payments. The ACH can be reinstated once you provide written authorization to resume the ACH as well as authorization to draft any outstanding balance on your account.

How do I cancel my ACH?

To cancel your ACH, complete the ACH Cancellation Form and send it to the fax number or email address listed. You may drop it off to the Front Desk at your property.