Important Information for Owners
About the ACH Debit Service

Vantage Community Management is pleased to provide the benefit of an ACH Debit Service to owners in our managed properties with monthly, quarterly or semi-annual billing cycles. There is no charge for this service, to the Association or to the individual owners. Detailed below are some key points about the service:

- **You will need to send us a VOIDED CHECK, not a deposit slip. Deposit slips sometimes have different account numbers, additional characters or different spacing so the banks can distinguish them from checks. We will not be able to set-up the service for you without a VOIDED CHECK.**
- **The funds will be taken from your account on the 5th business day of each month.**
- **The cut-off date to sign up is the 15th of the month before the processing month. We must submit a file to the bank to test all the account numbers before actually processing the transfer file. If we are notified of a problem with any account number, we will attempt to contact you, but we won't be able to run the debit without correct information on a current, open bank account. Please be sure your contact phone number is on the form (see the reverse page).**
- **If you change bank accounts, you will need to contact us by the 15th of the month before an ACH debit is scheduled so we have time to load and test your new information.**
- **If you wish to terminate the service, you will need to do so in writing, again by the 15th of the month before the next scheduled debit.**
- **If an item is returned because of a closed account or non-sufficient funds, there will be a $50.00 charge for processing the returned item. If an item is returned because of non-sufficient funds, payment for those funds, to include the $50.00 processing charge, is to be made by cash, cashiers check or money order. In addition, your account may incur a late charge if the situation is not corrected in time for the ACH deposit processing or receipt of a timely manual payment.**
- **ACH Debit Service will be cancelled upon receipt of a second non-sufficient funds notice. If you would like to be placed back on ACH Debit Service then you will need to keep your account current for 3 months and re-apply for ACH.**
- **If an owner has an account balance other than the scheduled payment amount, that balance will be drafted from their bank account. If there is a credit balance, you will be asked to hold any payments until the balance is used, then the ACH payment process can start.**
- **You will continue to receive a statement reflecting your ACH payment. If you prefer to receive an email statement, check the box on page 2 of this Agreement. It will be your responsibility to maintain a current email address with Vantage; you can do that through the website or by contacting us directly.**
- **If you have questions about your account and the status of your ACH payment, you will need to set-up a password and access your account through the Association website. If you haven't set-up your website account, contact our office at (360) 455-4464 for Website Instructions. The website address is on the top of your billing statement and instructions are also in an article on the Home Page of the website.**
- **Forms, checks and the personal information contained within them are secured in our office in locked files, under control of the company owner.**

Acct. No. 836*_________

Authorization Agreement for Pre-Authorized Debits

I (we) hereby authorize **___Trotter Downs Homeowners' Association___**, hereinafter called COMPANY, to initiate debit entries or credit corrections to my (our) account as indicated below and further authorize the financial institution named below to debit the same to such account.

____

Financial Institution

____

City State Zip Code

____

Bank Transit/ABA Number Account Number

Please Indicate Type of Bank Account Below (check only one box):

☐ Checking Account OR ☐ Savings Account

If you would like to receive a paperless, email statement reminder, check the box below:

☐ I would like to receive a paperless, email statement reminder.

This authority is to remain in full force and effect until COMPANY has received ***written notification,*** as stated on the first page of this Agreement, from me (or either of us) of its termination in such time and in such manner as to afford COMPANY a reasonable opportunity to act on it. I understand that any debit that results in an NSF, closed account, stop payment or a Returned Item will also result in a $50.00 NSF/Return charge being assessed to my Association account.

______________________________________ X____________________________________

Name(s) Signature Date

____/xxx-xx-__________________________

Property Address Social Security/ID Number

Contact Phone Number(s): ______________________Email:_________________________________

PLEASE MAIL INFORMATION TO: **Vantage Community Management INC.**
8290 – 28TH Ct. NE, Suite C
Lacey, WA 98516

ATTACH A BLANK, VOIDED CHECK WRITTEN ON THE ACCOUNT YOU WANT THE PRE-AUTHORIZED DEBIT DRAWN FROM

If you have questions, please contact Vantage Community Management at (360)455-4464 during office hours or by email at hoa@vantagecommunities.net

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For Office Use Only

Date Posted: ____________________

Posted By: ____________________