

Authorization Agreement for Preauthorized Payments (ACH Debits)

I/we hereby authorize Community Association Services, Inc. on behalf of _____
(Community Name)

hereafter called **Company**, to initiate debit entries to my/our checking account indicated at the depository named below, hereinafter called **Depository**, to debit the balance due from such account. I/we acknowledge that the origination of ACH transactions to my/our account must comply with the provisions of U.S. Laws.

Name of Bank _____

Routing Number _____ **Account No.** _____

Account Type: Checking _____ **Savings** _____

This authorization is to remain in full force and effect until Company has received written notification from me/us of its termination in such time and in such manner as to afford Company and Depository a reasonable opportunity to act on it, or two successive NSF occurrences.

Name(s) _____ **Phone** _____
(Please Print)

Email _____

Date _____ **Signed X** _____ **Signed X** _____

Address _____ **HOA Account No.** _____

Please send completed form and a copy of a “**Voided check**” either by email to Gilma.Marquez@casinc.biz or fax to 301-840-1801. If you want to mail the form with a voided check, send to the address below:

Community Association Services, Inc.
Attn: Direct Debit Processing
18401 Woodfield Road, Suite H
Gaithersburg, MD 20879

If you are interested in having your account automatically debited, please fill out this form. **Please indicate below the month that you would prefer your auto debit to begin.**

You will be notified by email when your account is set up and the auto debit will begin

Preauthorized Electronic Assessment Payment Services

Community Association Services, Inc. through Pacific Premier Bank offers association homeowners an opportunity to pay their regular association assessments using automated electronic payments. Preauthorized electronic payments mean that homeowners can pay their assessments automatically without writing checks, thus eliminating the potential for late payments. In addition, the association is assured prompt, predictable payments to help better manage funds. This program is available to all homeowners regardless of where they bank.

The preauthorized electronic assessment payment service uses the Federal Reserve System's Automated Clearing House (ACH) to facilitate electronic transfers from homeowner checking/savings accounts directly into the association's bank account. Funds are transferred between the 8th and 12th day of the month and appear on the homeowner's bank statement. Information regarding payments is reported to the association's management or bookkeeping company on the same day funds are deposited to the association's account.

*If you have questions or need further information, please call:
Community Association Services, Inc.- Accounting Department at 301-840-1800*