

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 of 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 INCLUDE A VOIDED CHECK, NOT A DEPOSIT SLIP, with your signed ACH form. Deposit slips sometimes have different account numbers, additional characters or different spacing so the banks can distinguish them from checks.**
- **ACH processes on the 5th business day each month/quarter and you will see activity in your bank account 1-2 business days thereafter.**
- **The cut-off date to sign up is the 25th 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 need to terminate service, you will need to contact us by the 15th of the month before an ACH debit is scheduled. Same for if you need to change your bank account info so we have time to load and test your new information.**
- **If an item is returned for any reason, 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, cashier's check, or money order.**
- **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, you must first keep your account current for 3 months and then you may re-establish ACH.**
- **If a payoff request has been received or we have been notified that escrow has opened for the sale of your property, your ACH will be canceled effective immediately. If the sale of your property falls through and you would like to re-establish ACH, a new form and voided check will need to be submitted to our office by the 20th of the month before an ACH debit is scheduled.**
- **If your account has a balance other than the scheduled payment amount, that balance will be drafted from your bank account. If there is a Special Assessment, you will need to provide our office with the "OK" to draft together with the regular assessment in writing, otherwise we will only draft the regular assessments. If there is a credit balance, ACH will not be processed until the credit balance has depleted or is less than the assessment amount.**
- **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 the control of the company owner.**

Authorization Agreement for Pre-Authorized Debits

I (we) hereby authorize _____, 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.

Printed Name(s) X Signature Date

Property Address /XXX-XX- 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 accounting@vantagecommunities.net

For Office Use Only

Date Posted: _____

Posted By: _____