

# Homeowner's Association Services, LLC Direct Debit Form

Sign up to automatically pay your HOA payment from your checking or savings account at any U.S. financial institution.

To enroll by U.S. Mail or E-mail – Complete the authorization form and attach a voided check.

Email form to: [Accounting@ourHOAservices.com](mailto:Accounting@ourHOAservices.com)

<p><b><u>Homeowner Information:</u></b></p> <p>Property: _____ Homeowner Unit Number: _____</p> <p>Property Owner Name(s): _____</p> <p>Bank Account Owner Name(s): _____</p> <p>Email Address: _____</p> <p>Phone Number: _____</p> <p>Mailing Address: _____</p> <p>City: _____ State: _____ Zip: _____</p>	Dues are paid:	Draft Date
	Monthly	15th
	Quarterly	N/A
	Semi Annual	N/A
	Annual	N/A

<b><u>Banking Information:</u></b>	New <input checked="" type="checkbox"/>	Change <input type="checkbox"/>	Cancel <input type="checkbox"/>
Name of Financial Institution: _____ Bank Account Type: ___ Checking ___ Savings Bank			
Routing Number: _____ Bank Account Number: _____ Direct			
Debit Start Date: _____			
I authorize Homeowner Association Services, LLC to initiate entries from my checking/ savings account. This authority will remain in effect until I notify you in writing to cancel it in such time as to afford the company a reasonable opportunity to act on it.			
Authorized Signature(s) _____ Date _____			

## Important Information:

- By returning the Direct Debit form, you will authorize your Homeowner Association Services, LLC to collect your payments automatically, saving you time and money.
- Association payments are drafted on the 15th. If your date falls on a weekend, the payment will be drafted on the next business day.
- Direct Debit forms must be received by 31st of the current month in order to be in effect for the next scheduled payment.
- Payments can only be drafted from a U.S Bank or Credit Union.
- If the assessment amount increases or decreases, the new amount will be updated automatically.

If you have any questions, please contact Homeowner Association Services, LLC at  
[Accounting@ourHOAservices.com](mailto:Accounting@ourHOAservices.com)