

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

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

| <u>Banking Information:</u> | New  | Change <input type="checkbox"/> | Cancel <input type="checkbox"/> |
|---|---|---------------------------------|---------------------------------|
| Name of Financial Institution: _____ | Bank Account Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings | | |
| Bank Routing Number: _____ | Bank Account Number: _____ | | |
| Direct Debit Start Date: 01 / 15 / 2026 _____ | | | |
| 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