

## **Ranch Cabins ACH Authorization Form**

## CREDIT/DEBIT AUTHORIZATION FORM

I (we) hereby authorize AUO of Ranch Cabins to initiate entries to my (our) checking/savings accounts at the financial institution listed below, and, if necessary, initiate adjustments for any transactions credited/debited in error. This authority will remain in effect until AUO of Ranch Cabins is notified by me (us) in writing to cancel it in such time as to afford a reasonable opportunity to act on it.

This authorization shall be for Assessments and other amounts due to AUO of Ranch Cabins as follows (check all that apply):

☐ QUARTERLY regular assessments	☐ ANNUAL discounted assessments
☐ SPECIAL assessments	
(Signature)	(Date)
(Name - PLEASE PRINT)	Unit # RC
Bank/Financial Institution Name	
Financial Institution Routing Number:	
Checking/Savings Account Number:	



Please attach an image of voided check or a deposit slip for the account listed above.

These numbers are located on the bottom of your check as follows:



## **Auto Payment / ACH Instructions**

Auto Payment is an optional automated processing of your Ranch Cabin assessments utilizing our Intuit/QuickBooks merchant services account.

When set up, funds will automatically be transferred from your designated account to Ranch Cabins' account on the Invoice due date (typically the 1<sup>st</sup> of the month). You will receive a receipt by email.

Auto Payment works much the same as manually clicking the "Review and Pay" link on invoices to access the online payment system....it just automates the process, so you don't have to even click to pay.

It is like any other autopayment system. However, we accept only checking or savings account payments and not credit cards. (Credit card merchant fees are too high)

To sign up, print off the above Authorization Form, complete, scan or take a picture and email to **SRRanchCabins@gmail.com**.

A picture of a check or deposit slip for the account minimizes the risk of a transcription error and is appreciated.