



## Association Auto Debit (ACH) Authorization Form

Use this form to Create a "Preauthorized Electronic Payment" for an Association Assessment.

- A separate enrollment form must be completed for each property/unit payment obligation.
- Completed "Auto Debit (ACH) Authorization Form" must be received by the 20th of the month prior to your next payment due date, to take effect. If the 20th is on a weekend or a holiday, RPM must receive this form by the last business day prior to the 20th.
- By submitting this form, you authorized RPM to initiate the ACH debit authorization for the below property/unit owner.
- Mail completed Association Auto Debit Authorization form and a void check (deposit slip for savings) to:

**Resource Property Management, Inc.  
7300 Park Street  
Seminole, FL 33777**

- If your payment debit date is on a weekend or holiday, your payment will be debited the next business day.
- All questions regarding your association or payments should be directed to Resource Property Management, Inc. at (727) 581-2662.

Association Name: \_\_\_\_\_

Frequency: Monthly ☐ Quarterly ☐ Semi-Annually ☐ Annually ☐

ACH Debit Date: 3<sup>rd</sup>

Association Account Number: \_\_\_\_\_

Unit Owner Name: \_\_\_\_\_

Routing/Transit Number: \_\_\_\_\_

- Account Type: Checking ☐ Savings ☐

Banking Account Number: \_\_\_\_\_

Assessment Amount \$: \_\_\_\_\_ Start Date: \_\_\_\_\_

**Be sure to include a void check (or deposit slip for savings) from your designated debit account.**

\_\_\_\_\_  
Authorizing Signature

\_\_\_\_\_  
Date

By signing this authorization, I agree to the following: I hereby authorize RPM to initiate entries to my checking or savings account at the U.S. Financial Institution indicated above for the purpose of making Association Assessment Payments, to include all future amount changes. I also authorize RPM to withdraw these payments from my account. RPM is authorized to accept, from the Association, updates to the debit amount, the account information or the cancellation of this debit. I understand that these debits will continue unless notification is received by RPM in writing of its termination. Authorization must be received by the 20th of the month prior to next payment date to take effect.

## **PAYMENT INFORMATION**

### **AUTOMATIC DEDUCTIONS:**

First Community Bank has enclosed an "Auto Debit Authorization" form [located inside the coupon booklet], which will enable you to automatically have your maintenance fee deducted from your US bank account (this procedure will be supplied by the bank at no charge). Please be aware that only US Bank accounts can be debited. If you are interested in this procedure, please complete this form and return it to our office at 7300 Park Street, Seminole, FL 33777 no later than *the 25<sup>th</sup> to be effective the following month*. **Please keep in mind that you may have to pay the first month with a check, depending on when you receive this letter.** You may indicate what month you would like the deduction to start on the application. For your convenience, you may elect to have the funds debited on either the 3<sup>rd</sup> or 10<sup>th</sup> of each period. This auto-draft will continue until we receive written notice of cancellation from you.

### **CREDIT CARD or E-CHECK PAYMENTS:**

Effective February 2011, you may make credit card payment [convenience fee for this option] or E-check [no additional cost] at the RPM web site; [www.resourcepropertymgmt.com](http://www.resourcepropertymgmt.com) "resident services" select maintenance fee options. The information required is located at the bottom of your coupon.

### **ON-LINE BANKING:**

In the event you bank on-line with another institution, please be aware that on-line payments should be made **payable to your association** and mailed directly to: *First Community Bank at Post Office Box 20287, Tampa, FL 33622-0287*. **You must indicate your unit number (as noted on coupon booklet) as your account number on the check, to ensure proper credit.** If you own more than one unit please have your banking institution issue a separate check for each unit.

### **POST DATED CHECKS:**

We have received notification from First Community Bank that they will process **all** (including post dated) checks upon receipt, DO NOT send post dated checks for maintenance fees to the bank PO Box. If you would like, Resource Management will process your post dated checks. Please **mail them directly to the Seminole Office** address 7300 Park Street Seminole, FL 33777, along with your coupon booklet and a check for \$25.00 made payable to Resource Management to cover administrative charges.



## NEW ADDRESS UPDATE/ CHANGE REQUEST

Please Print Legibly

Name of Community

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Owner's Name(s)

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Unit/Lot Number

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New Mailing Address

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Alternate Mailing Address

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Unit Phone

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Alternate Phone

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Cell Phone

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Requested By: \_\_\_\_\_ Date: \_\_\_\_\_

*Accredited Association Management Co. (AAMC) - Website-[www.resourcepropertymgmt.com](http://www.resourcepropertymgmt.com)*

5901 Sun Blvd., Suite 103  
St. Petersburg, FL 33715  
727-864-0004  
Fax: 727-866-7002

28100 US Hwy 19 North, Suite 205  
Clearwater, FL 33761  
727-796-5900  
Fax: 727-796-5011

7300 Park Street  
Seminole, FL 33777  
727-581-2662  
Fax: 727-584-2118