

PLATINUM GROUP MANAGEMENT, INC

AUTOMATIC DRAFTING

Automatic drafting from your bank account for fixed normal monthly charges of your Association is available. A draft will be produced on the 10th of each month and will show on your next month's statement. Non-recurring amounts, such as late charges or fines, charged to your account cannot be drafted and must be paid by check. The amount of draft will increase or decrease based on Association fee changes. You will receive a monthly statement to keep you updated on your account status. If your association has a special assessment billed on any given month, the draft will include that amount.

Your account must be in a current status (owing only the current period) to be eligible.

A voided check must be stapled to the enrollment form and enclosed with your current payment. The enrollment form must be received by the 10th of the month to ensure that your next statement (prepared approximately on the 20th of the month) shows that your account will be drafted for the current change. Enrollments received after the 10th may be delayed an additional month. You must continue to make payments by check until your statement shows your account will be drafted.

Requests to change banks or to discontinue drafting must also be received by the 10th of the month prior to the month the change is to take place. Escrow closings automatically cancel drafting. The majority of banks have honored our drafts. You may need to give your bank a Letter of Authorization.

A draft dishonored by your bank will automatically cancel drafting on your account. Request to re-start drafting after a cancellation or changing of banks, may be subject to a \$25.00 reinstatement fee.

A \$25.00 set up fee must be included with your application. Please make your check payable to Platinum Group Management, Inc (Do not send cash).

Please complete and return this form to:
Platinum Group Management, Inc
P.O. Box 54042, Irvine, CA 92619-4042.

STAPLE YOUR VOIDED CHECK HERE

Association Account #

Your Name

Phone#

Address of Unit

Name of Association

Please let your bank know you will have your account drafted. A draft will have the following printed:

PRE-AUTHORIZED DRAFT. SIGNATURE NOT REQUIRED.

Your Signature

Date