

**\*\* ACH FORM \*\***  
**AUTO DEBIT**  
**AUTHORIZATION**  
Condominium Associates

# USE THIS FORM TO AUTHORIZE A RECURRING ELECTRONIC PAYMENT FROM YOUR BANK ACCOUNT

## How do I sign up for this service?

Step 1 Fill in the required information below and return this form to:

**Condominium Associates**  
Attn: ACH Processing  
3001 Executive Dr. Suite 260  
Clearwater, FL 33762  
Fax: (727) 573-8549

Step 2 Include a void check (or deposit slip for a savings account) with this form so that account numbers can be verified.

## How do I confirm that you received these instructions?

Step 1 Please let us know how you would like to be notified:

Mail a copy of this processed form back to me at the address below.

Email me at: \_\_\_\_\_

## What other information do I need to know?

- Item 1 The completed form must be received by the 25th of the month prior to the payment due date in order for the ACH to be debited on the next regularly scheduled date. If the 25th falls on a holiday or weekend, the form must be received by the last business day prior to the 25th.
- Item 2 Your account will be automatically debited on the 3rd day of the month that the payment is due. If the 3rd is on a weekend or holiday your account will be debited on the next business day.
- Item 3 By submitting this form you authorize your association to initiate the ACH debit for the property/unit listed below.
- Item 4 A separate enrollment form must be completed for each property/unit payment obligation.
- Item 5 This auto debit will continue until you provide written instructions to cancel.
- Item 6 If your ACH is rejected or returned you will be notified and your account may incur late fees.
- Item 7 Bank account to be debited must be within the US territorial jurisdiction and the funds must be payable in US dollars.

## PLEASE COMPLETE INFORMATION BELOW & INCLUDE VOIDED CHECK COPY

Association Name: \_\_\_\_\_ Unit/Account: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Financial Institution: \_\_\_\_\_ Assessment Amount: \_\_\_\_\_ Mthly/Qtrly/Other

Bank Routing No. (9 digits) \_\_\_\_\_ Bank Account No. \_\_\_\_\_

Is this a checking account \_\_\_\_ (yes/no) or a savings account \_\_\_\_ (yes/no)? Is this within US territorial jurisdiction \_\_\_\_ (yes/no)?

By signing this authorization, you agree to the following: I am authorized to initiate transactions for the checking or savings account I have provided. I hereby authorize the above named association to debit my checking or savings account to collect my association payments. I hereby authorize Popular Association Banking to initiate electronic transfers by ACH debit entries to the account referenced above for the purpose of making these payments.

\_\_\_\_\_  
Date Signature

\_\_\_\_\_  
Date Signature

**Return this form to: CONDOMINIUM ASSOCIATES, 3001 EXECUTIVE DRIVE, SUITE 260, CLEARWATER, FL 33762**  
**Fax this form to: (727) 573-8549**  
**Email this form to: Accounting@condominiumassociates.com**



QUESTIONS? Call us at 727-573-9300 or email Accounting@condominiumassociates.com