

## con·ven·ience

(ken·vĕ'yens) *n.*

1. The quality of being convenient; suitability.
2. Personal comfort; ease.
3. Anything that increases comfort or saves work.

### Convenience:

What does it mean to you?

How about having your bills paid **automatically**—eliminating the chore of writing checks—and never having a late charge billed to you?

Well, now, this convenient service is available to you starting immediately.

As your Homeowner Management Company, we have contracted with Pacific Western Bank to offer

you, our homeowners, a Direct Dues Payment option, to have your monthly Homeowners Association payment automatically deducted from your personal checking or savings account.

Now, *that's* convenient—and it is really simple to sign up. Just fill out the application form, attach a **VOIDED CHECK**, and mail it back to the Management office whose address is listed on the reverse side.

*We will do the rest.*

Please allow set up time of **UP TO 30 DAYS** before management company can process your payment automatically. Management company will advise you by return copy when auto processing will begin. **Please continue to pay assessments until then.**

You no longer need to worry about on time payments if you're away from home or just too busy. If for some reason, you wish to discontinue this service, just provide a written notice to the Management office.

If you have any questions, please call your management office.

## Automatic Transfer Authorization

Exact Name of the Account: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Bank Address (include zip code): \_\_\_\_\_

Transit/ABA Number (Lower left corner of the check): \_\_\_\_\_

Account Number (select one): \_\_\_\_\_

Checking \_\_\_\_\_

Savings \_\_\_\_\_

The payment will be deducted from the selected account on or about the 5th of each month.

I (we) authorize Management Company to charge the above Bank account for the monthly dues and any associated fees, as determined by the Association's Board of Directors. Management Company may continue to charge the above account until I (we) submit written notice of cancellation.

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

Effective Date: \_\_\_\_\_

**Notice to Account Owner:** The Bank reserves the right to terminate this automatic payment option upon written notice.

Signature(s) of all account owners of the deposit account is required on this authorization.

AUTHORIZED SIGNATURE

DATE

AUTHORIZED SIGNATURE

DATE

\* Please attach a VOIDED check to the back of this form and mail to your Management Company whose address is listed on the reverse side.

\* must be a U.S. Bank

Email or Fax back to  
760-779-1883

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