



# Towne Properties Direct Payment Plan Authorization

## Electronic Funds Transfer – “AutoPay”

If you would like to have your association dues automatically paid directly from your bank account:

1. Complete, sign and date this form. Consider keeping a copy for your records.
2. **Attach a voided check to the form.** (Do **not** attach a deposit slip.)
  - If you do not have checks for the account you wish to use, you may enclose your account information (ABA/routing number and account number) in another way, provided it is clear and accurate. We can deduct from a savings account, but you must specifically indicate it is a savings account in order for the withdrawal to come out correctly.
3. Mail the form to:  
**Towne Properties, 1055 St. Paul Place, Cincinnati, Ohio 45202, Attn: AutoPay Department**

I, \_\_\_\_\_, hereby authorize Towne Properties to deduct the outstanding balance from  
(Print name clearly.)  
 my \_\_\_\_\_ account, for which a voided check is attached, on the **third (3<sup>rd</sup>) day** of each  
(Name of Financial Institution)  
 month, until further notice. I understand that charges may possibly change in the future and that Towne Properties has the authority to make the proper withdrawal for those charges without any additional authorization from me.

The month of the first withdrawal from my account is to be \_\_\_\_\_, \_\_\_\_\_.  
(Month) (Year)

*(This form must be received by the 24<sup>th</sup> of the month prior to my first withdrawal.)*



Resident Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Resident Number: \_\_\_\_\_

Community Number: \_\_\_\_\_

Community Name: \_\_\_\_\_

Unit Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

### Important Information:

1. **Owners with QUARTERLY, SEMI-ANNUAL or ANNUAL dues:** We will deduct your fees only the month when they are due, as directed by your board – this plan will not change the frequency or redistribute the amounts in any way.
2. **Regarding ADDITIONAL CHARGES:** Under this plan, Towne Properties *will* deduct any special assessments, violation charges, damages charges, legal fees, etc. that have been assessed to you as part of your outstanding balance. Your management office would advise of any such additional charges before they are added to your account. Any residents/owners who are disputing their amount owed are encouraged *not* to enroll in AutoPay until the matter is resolved.
3. Any alterations made to this agreement by the resident/owner are invalid and will not be honored. Towne Properties cannot accommodate special arrangements that deviate from the terms stated in this authorization.
4. Should sufficient funds not be available in your account on the day of the withdrawal (or the account is closed, frozen, etc.), a NSF fee will be incurred. The second time funds are not available will result in a cancellation of this plan.
5. To change the account from which your payments are being withdrawn, you may do either of the following. Please provide your name, unit address and daytime phone or email address when you contact us:
  - Send a fax to 513.345.6987 with the new banking information and/or a copy of a voided check from the new account
  - Call the AutoPay Department at 888.909.0673
6. To discontinue these withdrawals, you may do either of the following, making sure to give 10 days notice. Please provide your name, unit address and daytime phone or email address when you contact us:
  - Send an email to AutoPay@TowneProperties.com
  - Call the AutoPay Department at 888.909.0673