

Direct Bill Payment Authorization Agreement

I hereby authorize Select Community Management to electronically debit my account for association obligations, both regular and additional. I have an account at _____.
Banking Institution

I agree to maintain sufficient funds to pay association obligations, both regular and additional, when due. I also understand that if corrections are necessary, this may involve an adjustment to my account.

ASSOCIATION NAME _____

CUSTOMER NAME _____

BANK NAME _____

BANK ROUTING / ABA # _____

CITY _____

STATE _____

ACCOUNT NUMBER _____

ACCOUNT TYPE **CKG.**_____ **SAV.**_____

Direct Debit will begin the month after the form is submitted, unless a written request is submitted to Select Community Management. Both the customer and Select Community Management reserve the right to refuse or terminate electronic payment services, which is a voluntary service. This agreement will remain in effect until Select Community Management has received written notification of termination and has had sufficient time to act upon it. For additional information, please see the reverse side of this form.

CUSTOMER SIGNATURE _____ **DATE** _____

ADDRESS _____

**** Please include a payment by check or voided check with this form ****

The direct debit form and initial processing of electronic payment cannot begin until Select Community Management has received a payment by check with this form or a voided check.

Please return this form and a check payment or voided check to :
Select Community Management
Attn: A/R
4045 Stone School Road
Ann Arbor, MI 48108

Please see the reverse of the form for the terms and conditions of service.

Direct Bill Payment Service

Direct Bill Payment is a service provided by Select Community Management. This service is an alternative to making payment for monthly and additional Association fees by check or other method.

Use of this service is entirely voluntary. Co-Owners are under no obligation to use this service. **Do not complete and return this form unless you want to use the service.**

Explanation of the service:

Co-Owners sign-up for the service and provide the requested information to the Select Office for set-up.

A co-owner who has signed-up for the direct bill payment service may discontinue the service by submitting a written termination request to the Select Office at 4045 Stone School Road, Ann Arbor, MI 48108

Insufficient Funds:

It is very important for co-owners using this service to maintain sufficient funds for payment in the account to be charged.

You must be sure that the amount necessary to cover the direct payment is in your checking account and that the funds are available by your bank for the transfer. If an additional assessment is due, that amount is necessary in addition to your regular fee amount. If the payment is returned for insufficient funds, the charges incurred by the Association for the return as well as the late payment fee will be charged to the co-owner.