

***** New Enrollment Only *****

Allow 2 – 3 Weeks for Processing

LONGFORD CROSSING COMMUNITY ASSOCIATION ELECTRONIC FUNDS TRANSFER AUTHORIZATION FORM

I hereby authorize Longford Crossing Community Association to initiate automatic re-occurring payment from my bank account as specified below:

NAME: _____

ADDRESS: _____

CITY: _____ **PHONE:** _____

YOUR BANK NAME: _____

BANK ROUTING NUMBER: | : _____ | :
(9 Characters)

YOUR BANK ACCOUNT #: _____

AMOUNT DUE: _____ \$ _____ **

☐ **SAVINGS**

☐ **CHECKING**

PERIOD: One time per month between the first and fifth of each month due.

I understand this authority is to remain in full force and effect until Longford Crossing Community Association has received written notification from me of its termination in such time and manner as to afford the depositor a reasonable opportunity to act on it. I maintain the right to stop payment of the debit entry (deduction) by written notification delivered to the Association's business office fifteen (15) business days or more before this payment is scheduled to be made.

** Any adjustment to the debit amount, in accordance with a change in the assessments, will be made automatically after the Association has provided each owner with a minimum of ten (10) days notice of the change in assessment.

SIGNATURE: _____

DATE: _____

ATTACH VOIDED CHECK HERE:

The Automated Clearing House (ACH) division of the Federal Reserve Bank says electronic funds transfer (EFT) is by far safer and more secure than writing a check. EFT is tracked and governed by the ACH. It is transmitted in an encrypted format while a check passes through an average of 11 people who have access to all of your bank account and personal information.

FREQUENTLY ASKED QUESTIONS ABOUT THE ELECTRONIC TRANSFER PROGRAM

1. *How will I know I am officially enrolled?*

You will receive an acknowledgement letter confirming when ACH payments will begin.

2. *When do I stop mailing in my check for assessments?*

Once you receive your acknowledgement letter. If the letter and your check cross in the mail, your payment will be refunded. **Continue making regular payments until you receive confirmation.**

3. *I have already paid several months in advance. What happens to the monies already paid if I enroll now?*

You will receive a refund check for all advance payments.

4. *What happens if there are not enough funds in my bank account?*

Your bank will not process the transfer and you will be charged the same late fee as if you had not mailed a check. In addition, you will be charged the same service fee as if your check was returned by the bank unpaid. You must check with your bank to see if they will charge you a service fee for insufficient funds.

5. *What happens if assessment amounts change?*

The Association will automatically adjust the ACH transfer amount in accordance with any change in assessments.

6. *May I discontinue participation in the program?*

Yes. You will need to notify the Association, and your bank, in writing. The effective date would also be acknowledged in writing by the Association. **Three (3) weeks prior notice is required to discontinue ACH transfers.**

7. *May I enroll at a later date?*

Yes. You will still have to fill out the same paperwork and be acknowledged in the same manner. Effective dates are the **first day of the month.**

8. *If I do not initially enroll, how long will it take to be enrolled once the Association receives the paperwork and our voided check?*

Three (3) weeks.