



## HORIZON MANAGEMENT COMPANY

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### **Re: Electronic Payment of Homeowner Assessments**

Horizon Management Company is pleased to announce a more efficient method for you to pay your monthly homeowners assessment. This method is called "***Automatic Clearing House***" (ACH) electronic transactions.

You are probably aware of this form of payment, as many service industries and utilities utilize ACH. ACH processing will allow your Homeowners Association to automatically debit your checking account for pre-authorized assessment amounts. As always, Horizon Management Company, in conjunction with your Association, is looking for ways to better serve your needs. Accordingly, we believe this payment method will benefit you in many ways, such as:

- *Eliminates the need to write a check every month*
- *Eliminates the postage cost of mailing your payment*
- *Eliminates late charges for delinquent payments*
- *Eliminates stop payment fees for checks lost through the mail*
- *Eliminates risk of stolen checks and use of account number for fraudulent purposes*
- *Ensures your payment is made even when you're on vacation*
- *Ensures your payment is accurately posted to your account*
- *The payment is documented on your bank statement*
- *Easy sign-up*
- *You will receive notice of any change in the amount debited to your account prior to such charge occurring*

The ACH payment will pay your monthly assessment, special assessments and any miscellaneous charges (i.e. keys, work order charges etc.). If there is any month that you do not want any miscellaneous charges taken out with your ACH payment, you will need to contact Horizon by the 4<sup>th</sup> of each month.

If you are interested in having your monthly assessment payment automatically paid directly by your bank, please complete and sign the authorization form enclosed with this letter and send it in with this month's assessment payment. A confirmation notice will be sent to you to verify your starting month.

**Please Note: If you choose to utilize this service, you will continue to receive a monthly statement from us. Please be aware that you should not submit another payment after you have received the confirmation letter with that month's starting date.**

If you have any questions regarding this new service, please do not hesitate to contact our office at the number listed below.

Sincerely,

Rose Stewart, CCAM  
Property Supervisor

**We must receive this form by the 15<sup>th</sup> of the month in order to start ACH the next month. Thank you.**

Attach Voided Check Here

Homeowners Association Account Number: 39-\_\_\_\_\_

Start Month of: \_\_\_\_\_

**AUTHORIZATION AGREEMENT FOR DIRECT PAYMENTS  
(ACH DEBITS)**

Association Name: **The Village C.O.A. Inc.**

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Effective the fifth day of each month, I (We) hereby authorize Horizon Management Company, hereinafter called COMPANY, to initiate debit entries to my (our)

(Select One)

- Checking Account
- Savings Account

indicated below at the depository institution name below, hereinafter called BANK, in the amount of any assessment duly authorized and noticed by my Association's Board of Directors.

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

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Routing Number: \_\_\_\_\_ Account Number: \_\_\_\_\_  
(9 digit number on left bottom portion of check)

This authorization is to remain in full force and effect until COMPANY has received written notification from me (or either of us) of its termination in such manner as to afford COMPANY and BANK reasonable opportunity to act upon it.

**If two signatures are required on your account, then both must sign this agreement.**

Name(s): \_\_\_\_\_  
Please print Please print

Address: \_\_\_\_\_  
Street City State Zip

Signature(s): \_\_\_\_\_

Date: \_\_\_\_\_ Daytime Number: \_\_\_\_\_

**\* Please Note: To insure accuracy, you MUST attach a VOIDED check from the account identified above.**

**\*\*Please include this month's payment with this form.**

**\*\*\*We must receive this form before the 15<sup>th</sup> of the month to start the next month.**