



## ACH Recurring Payment Authorization Form

Schedule your payment to be automatically deducted from your checking or savings account. Complete this form, attach a voided check and email to us at [ach@vintagegroupre.com](mailto:ach@vintagegroupre.com) or it may be mailed to the address below to get started! You will receive confirmation advising of your recurring payment start date. Enroll today!

### Recurring Payments Will Make Your Life Easier:

- It's convenient (saving you time and postage)
- Your payment is always on time (even if you're out of town), eliminating late charges

### Here's How Recurring Payments Work:

You authorize regularly scheduled charges to your checking or savings account. You will be charged the assessment amount per the approved budget each billing period. The assessment payment will be processed between the 5<sup>th</sup> and 10<sup>th</sup> of the month that it is due. The charge will appear on your bank statement as an "ACH Debit." You agree that no prior notification will be provided unless the date or amount changes, in which case you will receive notice from the association at least 30 days prior to the payment being collected.

### Please complete the information below:

I hereby authorize \_\_\_\_\_ (**association name**) hereinafter called association, to initiate debit entries to my account in the financial institution named below, to debit the same to my account in an amount equal to my monthly/quarterly assessments (as may be determined by my association). This authorization does not require the association to initiate such debits, and I expressly acknowledge that I am responsible for my payments regardless of whether the association exercises its authority to debit my account regardless of whether there are sufficient funds on deposit in my account. I expressly agree that the association's liability under this authorization agreement shall be limited, exclusively to amounts which are negligently or intentionally debited by the association, and which exceed my assessment.

- This authorization is to remain in effect until the association has received written notification from me of its termination in such time and manner as to afford the association and my financial institution a reasonable opportunity to action it. Any changes must be received not later than the 15<sup>th</sup> of the month proceeding the requested change.

**\*\*Your account must be paid current (have a zero, \$0.00 balance) in order to enroll in ACH Payments. If you currently have a past due balance please visit [www.vintagegroupre.com](http://www.vintagegroupre.com) and click "Pay Online" to submit a one-time payment to pay your account in full. You can also mail a check to the below address. \*\***

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Association Account#: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Property Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
 Email: \_\_\_\_\_ Date: \_\_\_\_\_

**Attach VOIDED CHECK here** Account Type:  Checking  Savings  
 \*A voided check must be provided to be able to process your ACH enrollment\*

*\*A \$25 Fee Will Be Assessed For All Returned ACH Payments\**

Customer rights and obligations with respects to such entries are governed by applicable law and the rules of the National Automated Clearing Housing Association ("NACHA"), as amended from time to time. Customer acknowledges that it shall be bound by NACHA Rules and agrees not to initiate any Entry in violation of the NACHA rules or applicable federal or state law or regulation including, without limitation, Regulation E.