

Direct Bill Payment Authorization Agreement

I hereby authorize my Association 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.

MY ASSOCIATION NAME _____

CUSTOMER NAME _____

BANK NAME _____

BANK CITY _____

BANK STATE _____

BANK ROUTING/ABA # _____

ACCOUNT NUMBER _____

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

Direct Debit will begin the month after the form is submitted, unless a written request is submitted to my Association. Both the customer and my Association reserve the right to refuse or terminate electronic payment services, which is a voluntary service. This agreement will remain in effect until my Association 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 the Association 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 my Association. 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, where Select will set-up the monthly transfer of funds to the Association's bank account for unit owner's obligations. Funds will be transferred on the 10th of every month, or following business day(s). Select will make any adjustments to the amount that needs to be taken should your community's dues change at any point.

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.

Prerequisite for Eligibility:

Your community must charge monthly dues (Annual, Semi-annual, and Quarterly dues are not eligible). You must have a balanced ledger at the time of signing up for the service, submitting a check payment to balance your ledger, or you may request for Select to process an online payment in your name (via eCheck) for the entirety of your balance.

Insufficient Funds:

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

You must be sure that the amount necessary to cover the direct payment is in your bank account and that the funds are available by your bank for the transfer by the 10th of the month. If an additional assessment is due, you may request that the additional amount be withdrawn, or you may pay by another method. 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.

Submission Deadline:

Any new submissions should be returned to the Select office by the end of the month to be eligible for the direct payment for the following month. In order to confirm the accounts are working properly, the association's bank requires a Pre-Notification report to be submitted for all new sign-ups. Select will use the first week of each month in order to establish all new accounts are working properly.