

Licensed Real Estate and Insurance Brokers

Established 1935

## <u>MEMORANDUM</u>

TO:	ALL HOME OWNERS GUARD HILL HOA	DATE:	JUNE 2015
FROM:	BARHITE & HOLZINGER, INC. ACCOUNTING DEPARTMENT	RE:	PAYMENT OF MONTHLY CHARGES

We write to remind everyone that we provide a complimentary accounting service for payment of monthly charges. Those among you who wish to make automatic payments electronically from your personal checking, money market or brokerage account may do so by completing and returning the enclosed form. If you wish to join, *please sign the Authorization form and return it with a <u>voided check</u>.* 

With your authorization, we will make arrangements through Signature Bank to electronically debit the account you designate on or about the 5th day of each month for the exact amount of your authorized monthly obligation (including but not limited to regular monthly charges, special assessments, special fees, fines, penalties, sundry charges, repair reimbursement charges, etc.). Your banking provider will record the debit on your monthly statement just as if you wrote a check. Of course you will be responsible for ensuring adequate funds are on deposit in your designated account on the debit date each month. If the funds are not available, you will be subject to the \$45 charge as currently exists for a "bounced check". You will then be contacted by Barhite & Holzinger, Inc. and advised of the insufficient funds. It will then be your responsibility to issue a personal check and get it to Signature Bank (envelope provided in monthly statement) or our office prior to the 10th of the month. If it is not on time, you will also be responsible for any late fee that may apply at your property. The "insufficient funds" charge and late fees are not subject to negotiation.

With this automatic payment program, you will continue to receive your regular invoices each month. The invoices are acting as a receipt for that month and need not be paid. Keep these for your records. We appreciate that many of our clients prefer to hand write their monthly checks but many more now wish to bank in this electronic fashion, so we are offering this service to you *at no cost*.

If you have specific questions, please contact the bookkeeper who handles your property account. Otherwise, please return an original of the enclosed Authorization form, completed and signed where indicated. Thank you.

Enc.

## AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT (ACH DEBITS)

## PROPERTY NAME: GUARD HILL HOMEOWNERS ASSOCIATION, INC. CO. # 494

I (we) hereby authorize <u>Guard Hill Homeowners Association, Inc.</u>, hereinafter called COMPANY, to initiate debit entries to my(our) (\_\_\_) Checking, (\_\_\_) Money Market, (\_\_\_) Brokerage, (\_\_\_) Saving account (*select one*) indicated below at the financial institution information section, and to debit the same such account for all authorized monthly obligations which includes but is not limited to regular monthly charges, special assessments, special fees, fines, penalties, sundry charges, repair reimbursement charges, etc.

Financial Institution Name	Branch			
City	State Zip			
Routing Number (ABA)	Account No			
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 time and in such manner as to afford COMPANY and FINANCIAL INSTITUTION a reasonable opportunity to act on it.				
Name(s)	Apt. #			
Date Signed				
Date: Signed	(If Joint Account)			
Phone Number Home	Work			
Email Address:				
<b><u>NOTE</u>:</b> All written debit authorizations must provide the provided in the provided the pr				
Please return this form along wi Barhite & Holzinger, Inc., Attn: 71 Pondfield Road, Bro	Bookkeeping Department			
,	11–2016			