

AUTHORIZATION AGREEMENT FOR PREAUTHORIZED
DIRECT DEPOSIT PAYMENTS

PROPERTY NAME:

UNIT REF #
(from your bills)

I(we) hereby authorize Westchester Property Management Group, (WPMG) to initiate debit or credit entries, to my/our checking or savings account indicated below at the depository financial institution named below and to debit or credit the same to such account. (Please attach your voided check)

I understand this authority is to remain in effect until Webster Bank and the institution where the account is located have received written notification from me of its termination in time to act on it.

Financial Institution Name: _____

City _____ State _____ Zip _____

Bank Routing/ABA # _____ Acct. Number _____
(9 digits)

Account: Checking _____ or Savings _____
(check one)

Print Name _____ Unit # _____

Signature _____ Date _____

PLEASE ATTACH A VOIDED CHECK

Effective date _____. WPMG must have this form by the 15th of the month to be effective the following month. **All direct debits occur between the 1st and 8th of each month.**

Your Phone # _____ Your Cell # _____

Return form to: Helen Castro
Westchester Property Management Group
Tarrytown Corporate Center
520 White Plains Road, Suite 450
Tarrytown, NY 10591

YOU CAN ACCESS A GREAT DEAL OF INFORMATION FROM OUR WEBSITE. PLEASE GO TO WWW.WPMGINC.COM FOR ADDITIONAL INFORMATION, AS YOU MAY FIND THE ANSWER TO YOUR QUESTION (S).

ACH Factsheet: Westchester Property Management can now accommodate ACH payments for monthly dues.....

What is ACH?

- **Automated Clearing House (ACH)** is an electronic network for financial transactions in the United States. ACH processes large volumes of credit and debit transactions in batches.
- **If selected you would be permitting Westchester Property Management to initiate debits to your account for the monthly dues.**

Must I sign up for ACH?

- ACH is an **optional way** to pay your monthly charges.
- If you would prefer to pay your bill in the current manner (non-ACH) do nothing.

How would I sign up for ACH?

- You would need to complete the Authorization Agreement for Preauthorized Direct Deposit Payments.

When would ACH become effective? When would my account be debited?

- Upon receipt of their ACH form you will receive a confirmation that the form has been received and when the ACH processing will begin.
- **The debit occurs the between the 1st and 8th of the month**

What would happen if my account had insufficient funds (“NSF”) to meet the scheduled ACH debit?

- If an NSF occurs WPMG processes (places the charge back on the owners account) and mails a new statement. Given insufficient funds and time needed to re-process, your failure to pay in time would lead to a late fee charge.
- Your bank may also charge a fee for NSF (each bank varies so best to check your bank’s policy).

If I sign up for ACH will I still get a monthly statement?

- Owners will not continue to receive a monthly statement. Your bank statement shall reflect all ACH payments.

What would happen if HOA dues change and when the monthly assessment is over?

- No action is required by the owner if there is an increase in the monthly charges or an assessment. The revised amount will automatically be debited.