



**AUTHORIZATION FORM FOR
DIRECT DEBIT PAYMENTS**

We are pleased to offer the convenience of direct deposit of your assessment payments from your personal account to your association's account. To take advantage of this service, complete and return this form together with a **VOIDED CHECK** from your account. We will verify that your bank can accept Automatic Payment Instructions. We cooperate with all major banks that participate with the Automated Clearing House (ACH).

Processing of a properly completed authorization may take up to 30 days. Completed Authorization Forms must be received by the 10th of the month to be ready for transfer of the following month's fees. Your account must be current to begin this service. We will notify you when the automatic payments will commence. **UNTIL YOU RECEIVE THAT NOTICE, PLEASE REMIT ANY PAYMENTS THAT ARE DUE WITH YOUR COUPON.**

The automatic withdrawals are done on the 1st or 5th business day of every month, as specified by your Association. Only your total monthly and or quarterly fees will be withdrawn.

Please note: If someone else is paying any part of your fee, you will not be able to take advantage of the Direct Debit Service.

UNIT OWNER'S NAME: _____

ACCOUNT INFORMATION AS SHOWN ON YOUR COUPONS:

Community Name: _____ Account Number: _____
(12 Characters)

YOUR MAILING ADDRESS:

NAME OF BANK: _____

BANK ACCOUNT NUMBER: _____

Is this a Checking Account? _____ or Savings Account? _____

Signature

(_____) _____
Daytime Phone Number

PLEASE NOTE THAT WE CANNOT PROCESS THIS REQUEST UNLESS YOUR VOIDED CHECK IS ATTACHED. A DEPOSIT SLIP MAY BE USED ONLY IF THIS IS A SAVINGS ACCOUNT FOR WHICH YOU HAVE NO CHECKS. PLEASE MAIL OR FAX THE COMPLETED FORM ALONG WITH A COPY OF A VOIDED CHECK TO:

Legum & Norman, Inc.
Direct Debit Administrator
4401 Ford Avenue, Suite 1200
Alexandria, Virginia 22302
(703) 600-6000 Office
(703) 847-4641 Fax

LEGUM & NORMAN

MEMORANDUM

Subject: Direct Debit Payments

Attached you will find a Direct Debit payment processing form. It is efficient, cost effective and reduces errors, and more importantly, reduces your time and trouble writing checks. This is the best way to ensure your payment is posted on time, and will take the worry out of postal delays due to weather, holidays, and unforeseen circumstances when writing and mailing checks, or bill payer services.

There are several questions that are common when one is considering opting for direct debit:

Q - Does my banking institution provide for direct monthly or quarterly withdrawals?

A - Legum & Norman will verify that your banking institution participates and can accept automatic payment instructions.

Q - When would monthly payments be made from my account? What amounts?

A - Automatic withdrawals are made on the 1st or 5th business day of every month, as specified by your Association. Multiple accounts must be listed on the Authorization Form. Only your total regular assessments are withdrawn.

Q - How long does it take to get started?

A - As long as your completed form is received by the 10th of the month, direct debit can commence the following month. You will be notified when payments commence. This procedure also applies if you want to change banks.

Q - Are disputed balances protected from direct debit?

A - Yes, direct debit will only withdraw monthly and or quarterly fees. However, your account balance must be less than \$100 to initiate direct debit.

Q - What if I forget and continue to pay my fees by check after direct debit begins?

A - Upon request, overpayments will be refunded to you.

Q - If I want to stop direct debit, how do I do it?

A - You must request cancellation in writing to Legum & Norman. Your request must be received no later than the 20th of the month to discontinue service for the following month. This procedure also applies when you are changing banks unless new bank information was submitted by the 10th of the month. (See Q&A paragraph #3).

Q - If there are insufficient funds in my account on the first, but okay on the 2nd, am I subject to insufficient fund charges?

A - Yes, it's just like a returned check from the bank indicating NSF, insufficient funds. You will have to pay the return check fee and the amount of the return by check before you may begin the direct debit program again.

Q - Will I need to notify my bank if there is an increase in Association assessments for a new fiscal year?

A - No, direct debit will automatically withdraw the correct amount.

We hope that this information will be useful to you as you consider the option of payment by Direct Debit. The information and instructions on the form are straightforward. We encourage you to read it carefully and submit your application today.