

**INSTRUCTIONS  
FOR PROPERTY OWNERS ASSOCIATION  
AUTOMATIC DUES PAYMENT AUTHORIZATION**

If you would like to authorize the Association to deduct your dues payments by regularly scheduled automatic debit(s) from your checking account, please:

1. Complete the authorization form on the reverse side. All fields must be filled in. Incomplete forms will not be accepted.
2. Attach a voided, unsigned check to the form. Deposit slips, temporary/starter checks cannot be accepted.
3. Return the original form and voided check to:

<b>Bella Charca POA P. O. Box 1344 Temple, TX 76503</b>
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Important Information:

- Please print clearly using black or blue ink.
- The authorization form must reach our office by the **10<sup>th</sup> of the current month** to begin or change the automatic payment for the following month.
- If the selected transaction date falls on a Saturday, Sunday or banking holiday the debit will be made the banking day **BEFORE** the normal (effective) date.
- The dollar amount deducted will be determined by dividing the current Annual Dues by the frequency of transactions selected. **(i.e. a Quarterly selection will divide Annual Dues into four equal payments; a Bi-Annual selection will divide Annual Dues into two equal payments)**
- If your account balance is insufficient at the time of the debit, there will be a **\$20.00 NSF** charge applied to the account and collected by electronic debit.
- You will continue receive a bill for any outstanding Annual Dues as you currently do; however, it will be marked 'DO NOT PAY – AUTO DRAFT'
- The Association reserves the right to terminate this ACH Debit payment method and member's participation of this service for any reason. A written notice will be sent of such termination of the service.

<b>TAPE YOUR VOIDED, UNSIGNED CHECK HERE</b>
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"In Harmony with Nature"

PROPERTY OWNERS ASSOCIATION
AUTOMATIC DUES PAYMENT
AUTHORIZATION FORM
(ACH DEBIT)

These instructions are: \_\_\_ New Instructions \_\_\_ Change to Existing Instructions

Frequency of Transactions (select one):

\_\_\_ Quarterly (Jan, Apr, Jul & Oct) \_\_\_ Bi-Annually (January & July) \_\_\_ Annually (January)

Transaction Day (select one): \_\_\_ 5th \_\_\_ 20th

This authority is to remain in full force and effect until ASSOCIATION has received written notification from me (us) of its termination in such time and in such manner as to afford ASSOCIATION and FINANCIAL INSTITUTION a reasonable opportunity to act on it.

Financial Institution: \_\_\_\_\_ Branch: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name(s) on Account: \_\_\_\_\_

Transit/ABA No.: [grid] Account No.: \_\_\_\_\_
(9 digits)

Member's Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Property Address: \_\_\_\_\_ SS#: [grid]

Email Address: \_\_\_\_\_ Check here \_\_\_ for e-Bill

Daytime Phone: \_\_\_\_\_

(Please provide a number where you can be reached if we have any questions about this form)

I (we) hereby authorize BELLA CHARCA PROPERTY OWNERS ASSOCIATION, INC. to initiate electronic debit entries and to initiate, if necessary, electronic credit entries and adjustments for any debit entries in error to my (our) checking account indicated above and the financial institution named above to debit and/or credit the same to such account. I (we) am a duly authorized signer(s) on the financial institution account identified above, and authorize all of the above as evidence by the signature(s) below.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please attach a voided check. See Reverse Side for Instructions