



**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. 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. You will be notified if your direct debit application is not set up due to delinquencies or incorrect information. If you have any questions regarding your setup, please contact our office at (703) 600-6000.

The automatic withdrawals are done on the **5th** of the month. If the 5th falls on a weekend or holiday, the debit will occur on the following business day.

OWNER'S NAME: _____

PROPERTY ADDRESS: _____

COMMUNITY NAME: _____ L&N Account No: _____
Optional

YOUR MAILING ADDRESS: _____

NAME OF BANK: _____

Bank Routing/ABA Number (9 Digits): _____ Bank Account Number: _____

ACCOUNT TYPE: () Checking (attach **voided check**) () Savings (attach **deposit slip**)

Signature

() _____
Daytime Phone Number

E-MAIL ADDRESS: _____

Please print clearly

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
3130 Fairview Park Drive, Suite 200
Falls Church, VA 22042
(703) 600-6000 Office
(703) 848-0982 Fax

LEGUM & NORMAN, INC.

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 5th of the month. Multiple accounts must be listed on the Authorization Form. The total of your monthly and or quarterly fees 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.

Q - Are disputed balances protected from direct debit?

A - Yes, direct debit will only withdraw monthly, quarterly or semi-annual fees.

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.

Q - If there are insufficient funds in my account on the day of the withdrawal, 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 \$50.00 return check fee and if there are more than two returns, you will be notified your direct debit is suspended and checks will need to be submitted.

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.