

Automatic Payment Plan Application and Agreement

To join the Automatic Payment Plan, complete this form, attach a voided check and return to Snow Property Services. You will receive email notice once your auto pay has been set up. Please continue to mail your payment to our office until you receive notice. If you have questions, please contact our office at 480-635-1133.

Full Name: _____

Association Name: _____ Lot/Unit No.: _____

Property Address: _____

Mailing Address (if different) _____

Primary Telephone No.: _____ Alt. Telephone No. _____

Email Address: _____

Please debit my: _____ Checking Account or _____ Savings Account *
(Attach voided check) (Attach savings deposit slip)

Month to Start: _____ (Must be submitted no later than the 25th of the month prior)

Name (as shown on checking or savings account): _____

Routing No.: _____ Account No.: _____

* If using a savings account, please include your bank routing number *

I hereby authorize Snow Property Services and the financial institution designated on this application to charge the account I have specified for payment of my regular assessment fee. **I understand that payment of special assessments, insurance, parking fees, etc. is not included in the plan unless I provide written authorization.** I understand that a fee will be charged to my account for each request returned for insufficient funds. If two requests are returned for insufficient funds, I may be excluded from the plan. In addition, I understand that both the financial institution and Snow Property Services reserve the right to cancel this payment plan and/or my participation therein. **Should I choose to withdraw from the plan, I must notify Snow Property Services in writing no later than the 25th day of the month prior.**

Signature _____ Date Signed _____

Please return form and voided check or savings deposit slip to:

**Snow Property Services
4135 S. Power Rd Ste. 122 Mesa, AZ 85212
(480) 635-1133 * Fax (480) 507-2822
info@snowaz.com**

Place VOIDED CHECK here

* Please refrain from using staples *

AUTOMATIC PAYMENT OF YOUR ASSOCIATION FEES IS AVAILABLE!

You can pay your regular assessment conveniently and automatically, without writing a check or mailing an envelope. The Automatic Payment Plan allows you to pay your regular assessment with an automatic withdrawal from your checking account or savings account. **There is no cost to you for this service.**

How is this done?

Through the Association's local bank, we can access the Automatic Clearing House Network (ACH). ACH is a nationwide electronic payment system used by more than 22,000 participating financial institutions (including the Association's local bank), 500,000 corporations, and millions of consumers. This is the same service many consumers currently use to pay their utility bills, insurance premiums and other financial obligations.

How will this work?

Any Association member with a valid checking or savings account may use this service. By completing the enclosed application, you authorize having the Association's bank request an electronic payment or collection and set-up a specially formatted transaction. On or around the **fifth day of each month**, the transaction is transmitted to your financial institution as part of an electronic file. Your financial institution will debit your account and remit the funds electronically to the Association's bank account.

What are the benefits?

Your payment is paid when it is due, even if you are out of town. You do not have to write a check, use the mail, or travel to make payments. Whether you are a permanent or part-time resident, this is a dependable and convenient way to pay your recurring assessments throughout the year.

How do I participate?

If you are interested in this service, complete the enclosed application and return it to Snow Property Services. Be sure to attach a **voided check**. There is a required pre-note period, so the Automatic Payment Plan will not become effective immediately. **We will send you notification via email when your auto pay has been set up.** Until we have notified you, you must continue to mail your payments to our office. Please contact our office if you have any questions.

Are there any Restrictions?

Our financial institution cannot set up automatic payments through a Canadian bank account unless stated otherwise on the bank account that it accepts US dollars.