



Auto Association (ACH) Payment Authorization

For use by Condo/Homeowner Association members that remit Association dues payments to Regions Bank only.

The most convenient way to make your Association payments. Simply complete the bottom portion of this form with the requested information, attach a void check, and your Association payments will be automatically drafted from your deposit account.

Important Information:

- You must verify with your Association that ACH Payments are accepted. Any Authorization forms received that have not been approved by the Association or Property Manager will be returned. This could cause your Association payment to be delayed.
- By returning the Authorization form below, you will authorize your Association to collect your payments automatically, saving you time **and** money.
- Association payments are debited on the 5th day of each month. (Note: If the 5th day of the month falls on a weekend or holiday, the debit will be processed on the next business day.)
- Authorization forms must be received by the 15th day of the current month in order to be in effect for the next month's regularly scheduled payment.
- Payments can only be drafted from U.S. bank or credit union accounts titled in the name of the property (unit) owner.
- If multiple payments are made for this property (unit), a separate authorization form must be submitted for each payment. (For example, a regular monthly payment and a separate garbage payment paid with different coupons).
- Simply complete the form below with all required information and return along with a voided check to:

Association Lockbox Services P.O. Box 11407 – Dept. 6000 Birmingham, AL 35246-6000

Unit/Property Owner Record

Association Name: _____ Unit No.: _____
Address: _____
CSZ: _____
Name of Debiting Financial Institution: _____
Debiting Account No. _____
Routing/Transit Number from Check: _____
Date Submitted: ____/____/____

Auto Association (ACH) Payment Authorization

Complete and return with a **voided check** to address shown on the Authorization Coupon

Auto Association (ACH) Payment Authorization

Condo/Homeowner Association: _____ Unit No. _____
Property Owner Name: _____
Street Address: _____ Phone No. _____
City: _____ State/Province: _____ Zip/Postal Code: _____
Name of Financial Institution: _____ Phone No. _____
Bank Routing/Transit No.: _____ Bank Account No. : _____
Bank Account Type: ☐ **Checking** ☐ **Savings** **A Voided Check Must Be Attached**

I authorize Condo/Homeowner Association to initiate debit entries to the account named above at the depository financial institution named above for the purpose of making my association payments. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law. This authorization is to remain in full force and effect until Condo/Homeowner Association has received written notification from me of my termination of this authorization. Authorization forms must be received by the 15th day of the current month in order to be in effect for the next month's payment.

Unit Owner Signature _____

Date _____

Mail To: Association Lockbox Services P.O. Box 11407 Dept. 6000 Birmingham, AL 35246-6000

Incomplete Forms or Forms without Voided Checks will be returned to your Association or Property Management Company and may cause your Association payment to be delayed.