



# Property Management Services Authorization of Automatic Draft (ACH) Form

Property Management Services offers the convenience of our Automatic Draft (ACH) Program for your monthly association fees. Please read the following information carefully and fill out the form. See bottom of form for submission details.

Statements are printed starting the 1<sup>st</sup> and are mailed or emailed to all homeowners shortly thereafter. Drafts will occur between the 15<sup>th</sup> and 20<sup>th</sup> of each month. Please include a voided check for verification of account and routing numbers.

All ACH participants will still receive a mailed or emailed statement each month for informational purposes only and no action is required! Your regime fees will still be drafted automatically on its scheduled draft date.

Statements should always be opened & inspected! Your statement is the only provided communication regarding potential additional charges and can result in late fees if left unresolved. See Special Assessments & Additional Charges section below if you would prefer additional charges be drafted alongside normal dues.

## RESIDENT INFORMATION: \* = Required Field

Owner Name:\* \_\_\_\_\_ HOA Neighborhood Name:\* \_\_\_\_\_

Address:\* \_\_\_\_\_ Unit #: \_\_\_\_\_ City, State, ZIP:\* \_\_\_\_\_

Account Number: \_\_\_\_\_ Monthly Regime Fee:\* \$ \_\_\_\_\_ Start Month (MM/YYYY):\* \_\_\_\_\_

## CONTACT INFO: Who should we contact first if necessary? Please provide at least one way to reach you.

Name:\* \_\_\_\_\_ Phone:\* \_\_\_\_\_ Email:\* \_\_\_\_\_

Additional Contacts: \_\_\_\_\_

## SPECIAL ASSESSMENTS & ADDITIONAL CHARGES

Please indicate your preference below for whether you wish to have assessments & additional charges drafted automatically.

**\*\*PLEASE NOTE: ACH Drafts are set up to debit normal HOA dues ONLY! If a special assessment is passed or other fees are applied to your account, funds will not be deducted unless authorized by you! If NO selected, any future requests must be submitted in writing to the email or mailing address below\*\***

- YES, Please draft all future additional charges & assessments alongside my normal monthly regime fees.
- NO, Do not automatically draft assessments or additional charges automatically. I will remit payment separately **or** I will submit a written request for a one-time-only draft alongside my normal regime fees to the email or mailing address below\*\*

## DEPOSITORY INFORMATION:

Bank Name: \_\_\_\_\_ Account Type: (select one) -- Checking -- Savings

Primary Branch City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Routing Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

I have read, understand, and acknowledge all outlined guidelines above and below. The information I've supplied on this form is correct and true to the best of my knowledge at this time.

I hereby authorize PROPERTY MANAGEMENT SERVICES, INC. to initiate automatic debits from my Checking/Savings account (specified above) from the financial institution listed above. Dues will be deducted between the 15th and the 20th day of each billing cycle. This authority shall remain in full force and effect until PROPERTY MANAGEMENT SERVICES, INC. has received written notification from me of its termination, allowing reasonable time to act on my notification. I also understand that if corrections in the debit amount are necessary, it may involve an adjustment (creditor debt) to my account. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law.

Print Name: \_\_\_\_\_

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

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

## NOTES: \_\_\_\_\_

### \*\*SUBMIT COMPLETED FORMS & ASSESSMENT REQUESTS TO\*\*

Email:  
Maggie@charlestonpms.com  
pmsoffice@charlestonpms.com

Or By Mail To:  
Property Management Services  
1340-G Ben Sawyer Blvd.  
Mt Pleasant, SC 29464

### QUESTIONS? Contact Us!

Office Email:  
pmsoffice@charlestonpms.com  
Or Call Our Office  
Phone: (843) 881-5459  
Open Mon. thru Fri. 9am - 5pm