



# ACH Auto-Pay Form

Automatic payments are a great way to take care of your HOA fee each month. The process is easy to set up and we safeguard your bank information. Once initiated, your payments are automatically withdrawn from your bank and applied to your HOA account. To complete the application for this hassle-free automatic payment method, simply complete the form below, attach a voided check from your bank account and mail both to the following address. You may also scan the signed document, or take a picture and attach it to an action item within your community website.

**Please note: Any changes to an auto-pay (whether initiating, cancelling, or changing the amount) must be submitted to ACS in writing on or before the 20<sup>th</sup> of the month in order for us to process the request in time for the following month's transaction.**

ACS/ACH  
PO Box 179  
Lehi, UT 84043

## Authorization for automatic payment (ACH)

(Please fill out with Name and Address as it appears on your bank account/voided check)

Community/Association/HOA Name: The Villages at Saratoga Springs Master Association

Homeowner Name(s): \_\_\_\_\_

Property Address: \_\_\_\_\_ Unit Number (if applicable): \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address(es): \_\_\_\_\_

### Payment Details:

Bank Name: \_\_\_\_\_

Billing Instructions (**Insert the \$ amount you authorize us to withdraw each month**)

*Please note: Payments are processed on the first day of the month*

\$ \_\_\_\_\_

I (we) authorize Advanced Community Services as an agent for the association listed above. Payments for HOA dues assessed by the association are authorized from the bank account associated with the attached check. Authorization to automatically withdraw assessed amounts from the account **will remain in effect until written notification is given to Advanced Community Services.**

Signature

Date