

***Preauthorized Electronic Assessment
Payment Service Authorization Card
(please print)***

ASSOCIATION NAME

PROPERTY ADDRESS / ACCOUNT #

NAME(S) LAST FIRST

NAME(S) LAST FIRST

MAILING ADDRESS

CITY STATE ZIP

DAYTIME PHONE NUMBER

***EMAIL ADDRESS (REQUIRED)**

I (we) hereby authorize **KELLY MANAGEMENT** hereinafter referred to as **MANAGER**, as agent for the association named above to initiate debit entries to my (our) checking/savings account at the depository named below, hereinafter referred to as **DEPOSITORY**, to debit the same to such account.

DEPOSITORY NAME

This authority is granted in accordance with the terms and conditions of this Preauthorized Electronic Assessment Payment Service Agreement & Disclosure Statement receipt of which I hereby acknowledge. This authority is to remain in full force and effect until **MANAGER** has received written notification from me (or either of us) of its termination in such manner as to afford **MANAGER** a reasonable opportunity to act on it. I understand that **MANAGER** requires at least three (3) business days prior notice in order to cancel this authorization.

SIGNATURE (REQUIRED)

DATE:

SIGNATURE (REQUIRED)

DATE:

ATTACH VOIDED CHECK WITH THIS AGREEMENT AND MAIL BOTH TO: Kelly Management

Authorization must be received by the 15th day of the current month for electronic payments to start the following month. Payments shall be debited between the 2nd and 10th **DAY OF EACH MONTH.**

PLEASE RETAIN FOR YOUR RECORDS

***Preauthorized Electronic
Assessment Payment Service
Agreement & Disclosure***

Preauthorized debits to your account will be processed, on the due date, for the amount of your assessment payment. Payments so collected will be deposited to the checking or savings account of your association, maintained with Mutual of Omaha Bank.

Your association may direct us to make changes to the assessment amounts and/or due dates in accordance with the governing documents and applicable statutes. You will be given notification of these changes in accordance with applicable law.

You may cancel this Agreement at any time without cause by notifying us in writing at our company address at least three (3) business days prior to the proposed effective date of termination. You may also contact your financial institution directly.

***Preauthorized Electronic
Assessment Payment Services***

What:

Through Community Association Banking, a division of Mutual of Omaha Bank, we offer association homeowners an opportunity to pay their association assessments using preauthorized electronic payments. Preauthorized electronic payments mean that homeowners can pay their periodic assessments automatically without writing checks, thus reducing the potential for late payments. In addition, the association is assured prompt, predictable payments to help better manage funds. This program is available to all homeowners regardless of where they bank.

How:

The preauthorized electronic assessment payment service uses the Federal Reserve System's Automated Clearing House (ACH) to facilitate electronic transfers from homeowner checking and savings accounts directly into the association's bank account. Funds are transferred on a pre-selected day of the month and appear on the homeowner's bank statement each month. Information regarding payments is reported to the association's management or bookkeeping company on the same day funds are deposited to the association's account.

***Preauthorized
Electronic
Assessment
Payment
Service Agreement
and Disclosure
Statement***

***For Electronic Payment of
Assessments***

To Enroll:

Read, complete and sign the attached Preauthorized Electronic Assessment Payment Services Authorization card. Attach a voided check to the authorization card and mail to:

**Kelly Management
P.O. Box 10015
Bakersfield, CA 93389
(661) 322-5936**

ACH START MONTH EFFECTIVE:

X

FAQ

WHAT IS THE UNIT ID?

- THE UNIT ID IS YOUR ACCOUNT NUMBER AT KELLY MANAGEMENT. IF YOU DON'T KNOW YOUR ACCOUNT NUMBER, YOU MAY LEAVE IT BLANK AND WE WILL FILL IT IN FOR YOU.

WHAT IS THE DEPOSITORY NAME?

- THE DEPOSITORY NAME IS THE NAME OF YOUR BANK.

WHAT DAY DOES THE ASSESSMENT GET DEDUCTED?

-BETWEEN THE 2ND - 10TH OF THE MONTH.

IF MY DUES INCREASE OR DECREASE AT THE BEGINNING OF THE YEAR, DO I HAVE TO REDO MY FORM WHEN IT'S ALREADY SET UP?

-No, YOU DO NOT NEED TO SUBMIT A NEW FORM IN THIS CASE, THE NEW AMOUNT WILL AUTOMATICALLY CHANGE AT THE APPROPRIATE TIME.

IF THERE ARE TWO NAMES ON THE ACCOUNT, DO BOTH PEOPLE HAVE TO SIGN AUTHORIZATION?

-NO, ONE SIGNATURE IS SUFFICIENT.

WHAT IS THE DEADLINE FOR ME TO SUBMIT THE FORM & VOIDED CHECK FOR IT TO START THAT MONTH?

-THE 5TH DAY OF THE SAME MONTH, NO EXCEPTIONS. IF YOUR FORM IS SUBMITTED AFTER THE 2ND, YOUR FIRST ACH WILL BE TAKEN FROM YOUR ACCOUNT THE FOLLOWING MONTH AROUND THE 2ND - 10TH.

IF I LIVE IN AN ASSOCIATION WITH A COST CENTER, DO I HAVE TO FILL OUT & SUBMIT TWO FORMS AND VOIDED CHECKS?

-YES, WE NEED TWO SEPARATE FORMS. HOWEVER, ONE VOIDED CHECK WILL DO IF THE FORMS ARE SUBMITTED AT THE SAME TIME.

IF I START ACH WILL I GET A COUPON BOOK?

-NO, YOU WILL NOT GET A COUPON BOOK IF YOU ARE SIGNED UP FOR ACH.

CAN I FAX OR EMAIL A COPY OF THIS ACH FORM AND MY VOIDED CHECK?

-NO, AN ORIGINAL COPY IS REQUIRED BY OUR BANK. YOU CAN MAIL THE FORM TO OUR OFFICE, IT IS NOT NECESSARY THAT YOU COME INTO THE OFFICE.