

## Automatic Payment Plan Application and Agreement

To join the Automatic Payment Plan, complete this form 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 or email [info@snowaz.com](mailto:info@snowaz.com)

*PLEASE NOTE: You will still receive a monthly/quarterly statement even if you are signed up on ACH. You can sign up for email statements if you would like – email [info@snowaz.com](mailto:info@snowaz.com) for more information on this.*

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 \_\_\_\_\_ Savings Account \_\_\_\_\_ Debit Card \_\_\_\_\_ Credit Card  
\* 3% fee \* 3% fee

Month to Start: \_\_\_\_\_ (Must be submitted no later than the 25<sup>th</sup> of the month prior)

Name (as shown on checking or savings account, or card): \_\_\_\_\_

Routing No.: \_\_\_\_\_ FULL Account No.: \_\_\_\_\_

-- OR --

Card Number: \_\_\_\_\_ Expiration: \_\_\_\_\_ CVV: \_\_\_\_\_

**\*\*\* YOU are responsible for updating your card information with Snow Property Services if your card expires, is lost or stolen. There is a 3% fee for a debit or credit card.\*\*\***

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 25<sup>th</sup> day of the month prior.**

Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

Please return form to:  
Snow Property Services  
4135 S. Power Rd Ste. 122 Mesa, AZ 85212  
(480) 635-1133 \* Fax (480) 507-2822  
[info@snowaz.com](mailto:info@snowaz.com)

## **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, or debit or credit card.

**There is no cost to you for this service if you use a checking or savings account.**  
**There is a 3% fee for a debit or credit card!**

### **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. 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.