

## Direct Debit Application

FirstService Residential is pleased to offer you a Direct Payment Plan service. You can have your recurring Association maintenance fee payment made automatically from your checking or savings account. There is no need to change your present banking relationship to take advantage of the service.

**The Direct Debit Process will help you in several ways:**

- \* It saves time - fewer checks to write
- \* Helps meet your commitment in a convenient and timely manner - even if you are on vacation or out of town
- \* No lost or misplaced statements, your payment is always on time - it helps maintain good credit
- \* It saves postage
- \* It is easy to sign up for and easy to cancel
- \* No late charges

**NOTE:** This form **MUST** be received by the FirstService Residential, Attention: Direct Debit, 21 Christopher Way, Eatontown, NJ 07724, no later than the 10th of the month prior to the activation of service. If you provide your e-mail address as requested below, an e-mail will be sent to you confirming the date that your direct debit will begin or you can look for a note on your account in Connect (e.g. – Direct Debit will begin (Month/Year).

**Here's how the Direct Debit Process works:**

You authorize regularly scheduled recurring fixed payments and any scheduled special assessment to be made from your checking/savings account. Non-Recurring payments such as variable utility charges will **NOT** be debited. Your payments will be made automatically between the 3rd and the 10th of the month unless otherwise specified in your community. Proof of payment will appear on your account history in Connect or you can simply review your bank statement.

The authority you give to debit from your account will remain in effect until you send in a termination or a bank account update notice to FirstService Residential, Attention: Direct Debit, 21 Christopher Way, Eatontown, NJ 07724. You may also notify us by filling out the online form at [www.fsresidential.com](http://www.fsresidential.com)

The Direct Debit process is dependable, convenient and easy. To take advantage of this service, complete the information in full on the second page of this form and mail it to FirstService Residential along with a voided check from your account to be debited. Be sure to print legibly in order not to delay the activation of this process.

### Sample Check:

**Your Name**  
123 Your Street  
Your Hometown, State 12345

12-03

1026

Date

Pay to the Order of

VOID

\$

DOLLARS

**YOUR CHECK** ACH R/T 021200339

Memo

⑆ 123456789    ⑆ 1234567890101    ⑆ 1026

12-3/ 456 XX 789

ABA/Routing Number

Account Number

Check Number

**Note**  
some Banks may require this number in place of the bottom routing number.

**Authorization for Direct Debit Payment of Recurring Fixed Association Fee**

I authorize FirstService Residential and the financial institution named below to initiate entries to my checking/savings account. This authority will remain in effect until I notify you to cancel it in such time as to afford the financial institution a reasonable opportunity to act on it. I understand that, if an item is returned, I will be responsible to pay a return item fee. **If you wish to terminate this service or if you change your banking institution, you must notify FirstService Residential in writing to FirstService Residential, Attention: Direct Debit, 21 Christopher Way, Eatontown, NJ 07724 or you may update/terminate the service by filling out the online form at [www.fsresidential.com](http://www.fsresidential.com) a minimum of ten (10) days prior to the inception of the billing month to allow for adequate time to process the request with your financial institution.**

**Section A - Bank Account Information:**

- Enclosed is a voided check from my Checking Account       I have not provided a voided check. I agree to hold FirstService Residential harmless if the information I provided below is inaccurate or illegible

Homeowner Bank Name:

Bank Routing/ABA #:        Checking       Savings

Bank Account #:       Branch:

Branch Address:

**Section B - Association & Homeowner Information:**

- First Time Direct Debit Sign up       Update my Existing Bank Account Number

Association Name:       Homeowner Account #:

Homeowner Name:       Phone:

Homeowner Address:

E-mail:       Signature:       Date: