



## AUTHORIZATION AGREEMENT FOR DIRECT DEBIT (ACH)

Name of Association: \_\_\_\_\_

Unit Account Number: \_\_\_\_\_

Name on Account: \_\_\_\_\_

Association Address: \_\_\_\_\_

I/We hereby authorize PropertyWorx, hereafter called COMPANY, to electronically debit Association Fees from my/our bank account. Payments will be equal to the monthly association fee for the unit.

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

Bank Routing Number: \_\_\_\_\_

Bank Account Number: \_\_\_\_\_

This authority is to remain in full force until COMPANY has received written notification from me (or either of us) of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.

- ACH debits will be processed on the 5<sup>th</sup> of each month. Should the 5<sup>th</sup> fall on a weekend or banking holiday, the debit will be processed on the next business day.
- Your account must have a zero balance to qualify for this service.
- Authorization must be received by the 25<sup>th</sup> day of the current month for electronic payments to start the following month.

NAME (Please Print) \_\_\_\_\_

DATE \_\_\_\_\_ SIGNED \_\_\_\_\_

**Please attach a voided check or a letter from your bank to expedite your request.**

**Return completed forms to:**

**PropertyWorx  
Attn: Doreen Quell  
896 Middlebury Road  
Middlebury CT 06762**

**or**

**Email - [doreen@propertyworx.com](mailto:doreen@propertyworx.com)**