

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

ASSOCIATION NAME

UNIT ID (Address)

NAME(S) LAST FIRST MI

NAME(S) LAST FIRST MI

ADDRESS

CITY STATE ZIP

DAYTIME PHONE NUMBER

EMAIL ADDRESS

I (we) hereby authorize DLG Management Services, Inc., 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/Your bank

This authority is granted in accordance with the terms and conditions of the MANAGERS 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.

SIGNATURE (REQUIRED) DATE

SIGNATURE (REQUIRED) DATE

ATTACH VOIDED CHECK WITH THIS AGREEMENT AND MAIL BOTH TO:

**DLG Management Services, Inc.
406 N Hubert Avenue, Suite 102
Tampa, FL 33609**

Authorization must be received by the 10th day of the current month for processing to start the following month. **ONE TIME SET UP Fee of \$15. Send separate check payable to DLG when you send your voided check**

PLEASE RETAIN FOR YOUR RECORDS

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

Preauthorized charges to your account will be processed, when due, for the amount of your regular assessment payment. Payments so collected will be deposited to the checking/savings account of your ASSOCIATION, maintained with First Citizens

There may be changes to the assessment amounts and/or due dates in accordance with the ASSOCIATION'S governing documents and applicable statutes including notification requirements of the ACH (Automated Clearing House) rules. **Annual dues amount changes are automatically updated.**

We reserve the right to make changes in the agreement at any time. We may cancel Preauthorized Electronic Assessment Payments at any time without cause and **you can terminate this agreement at any time by giving sufficient written notice (7 days prior to the billing date/1st of month). NOTE: the**

ACH Start Date: _____

sale of your unit/home does not automatically terminate your deductions. You must notify us in writing.

****Note that it takes 15-20 days to set up new accounts**

***Preauthorized Electronic
Assessment Payment Services***

What:

DLG Management Services, Inc. through First Citizens Bank offers association homeowners an opportunity to pay their regular association assessments using automated electronic payments. Preauthorized electronic payments mean that homeowners can pay their assessments automatically without writing checks, thus eliminating 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. **ALL ACH FORMS MUST BE SENT US MAIL. EMAILS NOT ACCEPTED.**

How:

The preauthorized electronic assessment payment service uses the Federal Reserve System's Automated Clearing House (ACH) to facilitate electronic transfers from homeowner checking/savings accounts directly into the association's bank account. **Funds are transferred between the 1st and 12th 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.

If you have questions or need further information, please call our Homeowners Association experts at:

TEL: (813) 254-1600

E-mail: arservices@dlgmgmt.com

Attn: Rosa

***Preauthorized Electronic
Assessment
Payment
Service Agreement and
Disclosure Statement
for
Electronic Payment of
HOA Assessments***

To Enroll:

Read, complete and sign the Preauthorized Electronic Assessment Payment Services Authorization card. Attach a voided check or deposit ticket to the authorization card and mail both to DLG along with the \$15 Set Up Fee.