

Pre-Authorized Electronic Condominium Fee Payment Agreement

Terms and Conditions

NAI Plotkin through Mutual of Omaha Bank offers your Association's Homeowners an opportunity to pay their monthly condominium fees using automated electronic payments. Preauthorized electronic payments mean that Homeowners can pay their condominium fees automatically without writing checks, thus eliminating the potential for late payments. In addition, the Association is assured prompt, predictable payments to help better meet the Associations financial obligations. This program is offered to all Homeowners regardless of where they do their banking.

This preauthorized electronic condominium fee payment service uses the Federal Reserve System's Automated Clearing House (ACH) to facilitate electronic transfers from Homeowner checking/saving accounts directly into the Association's bank account. **Funds are withdrawn on the 10th day of the month or the next business day if the 10th falls on a bank holiday or weekend. The ACH withdrawal will show on the Homeowners monthly bank statement as confirmation of the transaction.**

Agreement and Disclosures

Preauthorized monthly charges to your account will be processed, when due, for the amount of your regular condominium fee payment. Payments so collected will be deposited into the checking/saving account designated by your Association. There may be changes to the condominium fee amounts and/or due dates in accordance with the Governing Documents of your Association. We reserve the right to make changes in the agreement at any time. We may cancel preauthorized ACH payments at any time without cause. You may also terminate this agreement at any time by giving 15 days notice to NAI Plotkin in writing. If there are insufficient funds or *your* payment does not process for any reason, per the Governing Documents your account may be assessed applicable bank fees.

If you have any questions regarding the ACH service offered, please contact Courtney Messier in Accounts Receivable at (413) 200-6027.

Please return the completed portion below with a **voided check** to NAI Plotkin Attn: Courtney Messier, 1350 Main Street, Suite 1410, Springfield, MA 01103. Please retain a copy of this completed form for your own records. If the form is not received by the 9th of the current month, the ACH withdrawals will begin the following month.

I, _____(Name) authorize NAI Plotkin to initiate ACH withdrawals from my account with _____(Financial Institution **Name**) for payment of my condominium fees for _____(Association Name) Association. I understand that ACH withdrawals will be drafted from my designated account on the **10th** of the month. This authorization shall remain in effect until I, NAI Plotkin, or my financial institution revokes it. I agree that I am to provide 15 days notice in writing to NAI Plotkin if I wish to cancel this service and am liable for any applicable bank fees or other fees as a result of an inability to process the withdrawal from my financial institution. I have read and understand both the Terms & Conditions and the Agreement & Disclosures. I fully understand that Mutual of Omaha or NAI Plotkin reserve the right to change, cancel or modify this program at any time.

Bank ABA Routing and/or Transit Number: _____

Account # _____

Type of Account (Circle One): Checking **Savings** Other: _____

Signature: _____ Unit Number: _____

Printed Name: _____ Date: _____