

## SETTING UP ACH (AUTO-WITHDRAWAL THROUGH ARK MANAGEMENT)

- This is the type of payment that you sign-up for through ARK Management to allow ARK to automatically charge your designated account for assessment payment. Any homeowner who would like to set-up ACH payment, please follow the below instructions:
- **ACH SET-UP INSTRUCTIONS:**
  - Please remember to SIGN the application below and send to the address included on the application.
  - All accounts MUST BE current and not in delinquent status of 15 days or more in order to process ACH applications.
  - ACH withdrawals are typically processed on the 5<sup>th</sup> of each month.
  - **Applications received after the 5<sup>th</sup> of the month** will be processed for withdrawals starting for the following month's assessment. As such, you will need to submit payment for the current month's assessment

----- **DETACH HERE** -----

### ACH: AUTHORIZATION FOR DIRECT PAYMENT AUTOMATIC BILL PAYMENT

<p>Company Name: ARK Management (the "Company") I (we) authorize the Company to initiate variable entries to my (our) account described below: (Select one)</p> <p>1. Checking Account #: _____ OR</p> <p>2. Savings Account #: _____</p> <p><b>Bank Information for Selected Account:</b></p> <p>1. Routing # _____</p> <p>2. Bank Name: _____</p> <p>3. Bank Address: _____</p> <p>Allow 10 days to process your ACH Application</p>	Print Full Name:
	Signature:
	Address:
	Date:
	Telephone Number:
	<p><b>Please return this form to:</b>  <b>Friars Village</b>  <b>C/O ARK Management</b>  <b>2533 South Coast Hwy 101, Suite 230</b>  <b>Cardiff by the Sea, CA 92007</b></p>

