



...when excellence matters

**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")</p> <p>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. Bank Name: _____</p> <p>2. Bank Address: _____</p> <p><b>*** IMPORTANT ***</b></p> <p><b>In order to process your ACH withdrawal, you MUST include either a voided check OR a readable copy of a voided check with this application.</b></p> <p><b>We cannot process ACH solely upon handwritten or typed bank account and routing numbers.</b></p>	<p>Print Full Name: _____</p> <p>Signature: _____</p> <p>Site Address: _____</p> <p>Date: _____</p> <p>Telephone Number: _____</p> <p><b>Please return this form along with your voided check or copy of voided check to:</b></p> <p><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> <p>Allow 10 days to process your ACH Application</p>
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