



**BANK DRAFT AUTHORIZATION & AGREEMENT  
FOR HOMEOWNER ASSESSMENTS (HOA DUES)**

Complete and sign this form and attach, or scan for emailing, a VOIDED check. If a check is unavailable, include the Bank Routing number and Account number in the spaces provided below. Email or mail to us by the 20th of the month, **prior** to the month to begin this method of paying your HOMEOWNER ASSESSMENTS (HOA Dues).

**Authorization and agreement:** I authorize Wake HOA Management to draft my account (ACH) for payment of my HOA dues, which will occur between the 5th and 8th of the month due.

**I UNDERSTAND AND FULLY ACCEPT THAT ANY BALANCE DUE ON MY ACCOUNT PRIOR TO THE DATE WE BEGIN THIS AGREEMENT WILL NOT BE PART OF THIS ARRANGEMENT AND NEEDS TO BE HANDLED SEPARATELY.**

Late fees, NSF fees, fines and other charges to my account are not included in this auto draft agreement. Those and other charges will be paid by me with check, or through my HOA PAY ONLINE account.

I am aware that if I sell my home or change bank accounts it is **my responsibility** to notify Wake HOA Accounting Department **immediately** of the change.

Name \_\_\_\_\_

Property Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Community Homeowners Association (HOA) Name \_\_\_\_\_

Bank Name \_\_\_\_\_ Month to begin draft \_\_\_\_\_

**If no voided check is attached, you must include the following:**

Routing # \_\_\_\_\_ Account # \_\_\_\_\_

Signature to confirm Routing and Account #'s \_\_\_\_\_

**As part of this agreement, a VOIDED CHECK is attached if mailed, or scanned and attached if emailed. If a VOIDED CHECK is not available, Routing and Account numbers are provided above.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner Mailing Address