

San Tan Management Group, LLC

Community Association Management Services

AUTOMATIC PAYMENT OF YOUR ASSOCIATION FEES

You can pay your regular assessment conveniently and automatically, without writing a check or mailing an envelope. The Automatic Payment Plan allows you to pay your regular assessment with an automatic withdrawal from your checking account or savings account. **There is no cost to you for this service.**

How is this done?

Through the Association's local bank, we can access the Automatic Clearing House Network (ACH). ACH is a nationwide electronic payment system used by more than 22,000 participating financial institutions (including the Association's local bank), 500,000 corporations, and millions of consumers. This is the same service many consumers currently use to pay their utility bills, insurance premiums and other financial obligations.

How will this work?

Any Association member with a valid checking or savings account may use this service. By completing the enclosed application, you authorize having the Association's bank request an electronic payment or collection and set-up a specially formatted transaction. On or around the **fifth day of each month payment is due**, the transaction is transmitted to your financial institution as part of an electronic file. Your financial institution will debit your account and remit the funds electronically to the Association's bank account.

What are the benefits?

Your payment is paid when it is due, even if you are out of town. You do not have to write a check, use the mail, or travel to make payments. Whether you are a permanent or part-time resident, this is a dependable and convenient way to pay your recurring assessments throughout the year.

How do I participate?

If you are interested in this service, complete the enclosed application and return it to San Tan Management Group. Be sure to attach a **voided check**. There is a required pre-note period, so the Automatic Payment Plan will not become effective immediately. **We will send you notification as to the effective date of the plan.** Until we have notified you, you must continue to mail your payments to our office. Please contact our office if you have any questions.

Automatic Payment Plan Application and Agreement

To join the Automatic Payment Plan, complete this form, attach a voided check and return to San Tan Management Group. Within one or two months, you will receive notice of your effective date. Please continue to mail your payment to our office until you receive notice.

Name: _____

Association Name: _____ Lot/Unit _____

Address: _____

Mailing Address (if different) _____

Email Address for Confirmation: _____

Daytime Telephone No.: _____

Please debit my: _____ Checking Account or _____ Savings Account
(Attach voided check) (Attach savings deposit slip)

Month to Start: _____

Name (as shown on checking or savings account): _____

Account No.: _____ Transit No.: _____

Financial Institution: _____

Address: _____

Financial Institution Telephone No. _____

I hereby authorize San Tan Management Group and the financial institution designated on this application to charge the account I have specified for payment of my regular assessment fee. I understand that payment of special assessments, insurance, fines, etc. is not included in the plan. I understand that a fee will be charged to my account for each request returned for insufficient funds. If two requests are returned for insufficient funds, I may be excluded from the plan. In addition, I understand that both the financial institution and San Tan Management Group reserve the right to cancel this payment plan and/or my participation therein. Should I choose to withdraw from the plan, I must notify San Tan Management Group in writing.

Signature _____ Date _____

Please return form and voided check or savings deposit slip to:
San Tan Management Group
4140 E. Baseline Road, Suite 101 Mesa, AZ 85206