

# Q & A

**Q** Exactly how does ACH work?

**A** ACH works in cooperation with your bank. Just complete the authorization form, include a voided check from your checking account (or a deposit slip from your savings account), and your monthly bill will be automatically paid by your bank and itemized on your bank's monthly statement.

**Q** On what date will my account be debited and for how much?

**A** Payments will be deducted from your account once a month, and applied with an effective date of the 5th of each month in the amount of your regular monthly assessment.

**Q** Is it safe?

**A** Absolutely! No one has access to your account, except you and your bank.

**Q** What if I change my mind later and want to cancel the service?

**A** That's easy. Just contact us in writing if you want to discontinue the service.  
*Please allow 30 days to resume normal billing.*

**Q** What if I have more than one account?

**A** Include the account number for every account you wish to have automatically deducted.

# DIRECTIONS

**1** Fill out the application completely. Your account number can be found on your bill. (If multiple accounts are to be included, please enter each complete account number.)

**2** Void a check from your account by marking "VOID" across the front of a blank check. Only *one* "VOID" check is required.

**NOTE:** If a savings account is to be used to make payments, please include a deposit slip from your savings account along with the voided check.

**3** Sign the application.

**4** Enclose the application and "VOID" check (or deposit slip) in an envelope addressed to:

"Association Name"  
c/o The Prescott Companies  
5950 La Place Court, Ste. #200  
Carlsbad, CA. 92008

**5** You must make your regular payments until you are notified that your application has been processed. Allow **45 to 60 days for processing your request.**

**6** If your account is more than 15 days delinquent, your request can not be accepted until your account is brought current. Once current, please contact us so we may begin your service.

Please keep this information for your records.

Please cut along the line and return with voided check

I authorize my bank to make my assessment payment and apply it to my account. I understand that I am in full control of my payment and if at any time decide to discontinue, I will notify The Prescott Companies.  
***I understand I must continue to make regular payments until I am notified that my form has been processed.***

Association Account Number \_\_\_\_\_

Association Name \_\_\_\_\_

Please return application and **Voided Check** to:  
The Prescott Companies  
5950 La Place Court, Suite 200  
Carlsbad, CA 92008  
(760) 634-4700

## CONFIRMATION RECEIPT

Official Use Only

Date \_\_\_\_\_ Amount \_\_\_\_\_

Checking Account # \_\_\_\_\_

ABA # \_\_\_\_\_

Date ACH Payment begins \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

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

Phone \_\_\_\_\_

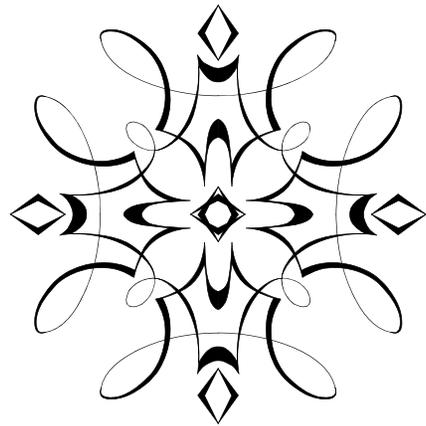
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# Thank You

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**C**ONFIRMATION

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Eliminate the  
Need to Write  
Monthly Checks  
for your  
Homeowners  
Association  
Dues

The Prescott Companies Offers

**ACH  
Processing**

**SAVE TIME AND  
MONEY**

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