



## **PRE-AUTHORIZED ELECTRONIC ASSESSMENT PAYMENT SERVICE AGREEMENT AND DISCLOSURE STATEMENT**

Aegis Community Management Solutions ("Aegis") through our financial partner Community Association Banc offers Association members the opportunity to pay their regular and special association assessments using automated electronic debits. Pre-authorized electronic payments mean that members can pay their assessments automatically without writing checks, buying postage, or trips to the mailbox. With identity theft on the rise, it also safeguards your security by preventing a check with your account number from falling into the wrong hands. Automatic payment ensures that no late fees will be levied. Further, Associations benefit by stabilizing the revenue stream helping to better manage the Association's valuable resources. This service is **absolutely free** and is available to any member with a US bank account.

The pre-authorized electronic assessment payment service uses the Federal Reserve Systems Automated Clearing House ("ACH") to facilitate electronic transfers from the members checking/savings account directly into the Association's lockbox account. These transfers are completed between 5<sup>th</sup> and the 10<sup>th</sup> of only the months when a regular assessment becomes due and payable and appears on the member's regular bank statement.

To enroll please read, complete, attach a voided check or deposit ticket, and return the attached application to:

**Aegis Community Management Solutions**  
**8390 Championsgate Blvd.**  
**Suite 304**  
**Championsgate, FL 33896**  
**Fax: 863-256-5059**

If you have any questions, please feel free to contact us at 863-256-5052 or at [requests@aegiscms.com](mailto:requests@aegiscms.com).

Sincerely,

AEGIS COMMUNITY MANAGEMENT SOLUTIONS

**PRE-AUTHORIZED ELECTRONIC ASSESSMENT PAYMENT  
SERVICE AGREEMENT AND DISCLOSURE STATEMENT**

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Name of Association

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Five digit HOA account number (listed on statement and coupons)

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Member Name (last, middle, first)

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Unit Address

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City State Zip

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Daytime phone number or email address

I (we) hereby authorize Aegis Community Management Solutions, Inc. hereinafter referred to as MANAGER, as Agent for the Association named above to initiate electronic debit entries to my (our) checking/savings account at the depository named below, hereinafter referred to as DEPOSITORY, to debit the same to such account.

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Name of Member's Banking Institution

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Account number

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Routing number

This authority is granted in accordance with the terms and conditions of the MANAGER'S Pre-authorized Electronic Assessment Payment Service Agreement and all related Disclosures, receipt of which I hereby acknowledge. This authority is to remain in full force and effect until such time as the MANAGER has received written notice from me to terminate the same and MANAGER has been afforded a reasonable opportunity to act on the same.

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Signature (required)

Date

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Signature (required)

Date

Pre-authorized charges to your account will be processed, when due, for the amount of your regular assessment payment. Payments so collected will be deposited into the checking/lockbox account of the ASSOCIATION.

MANAGER and ASSOCIATION reserve the right to make changes in the agreement at any time and may cancel or terminate the Pre-authorized Electronic Assessment Payment Service at any time with or without cause. MEMBER may likewise terminate enrollment in the Service at any time, with or without cause, by giving sufficient written notice to the MANAGER or ASSOCIATION.

**Please remember to attach a voided check or deposit ticket and return to:**

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8390 Championsgate Blvd Suite 304  
Championsgate FL 33896**