

COMMUNITY ASSOCIATION MANAGEMENT

2180 West SR 434 Ste 5000 • Longwood FL 32779 Phone 407-788-6700 ext 402 • Fax 407-788-7488

AUTO-PAY PROGRAM

This form is used to begin, change or terminate your Auto-Pay Authorization. Auto-Pay is a convenient method for property owners to remit payments to their association. There is no charge to the property owner for Auto-Pay, however, your account must be current to register. All regular and special assessments will be automatically debited from your checking or savings account. If the association charges additional fees, on a regular basis, such as cable, parking, etc. this amount is also debited. Each year, as the association approves its budget, the correct assessments are automatically debited. If the fee increases, the amount withdrawn will increase. If the fee decreases, the amount withdrawn will decrease.

In order to initiate, change or cancel Auto-Pay, we must receive Section "A" (to begin or change), by the **15**th of the month and Section "B" (to cancel) by the 25th of the month, in order to be effective the following month. You may mail (or fax) your completed form to Sentry Management Auto-Pay Program at the address above. **Your specified account will be debited on the third (3rd) day of the association's billing cycle** (i.e. monthly, quarterly or semi-annually). We will notify you by mail when your service has been activated. Please continue to remit payment until you have received confirmation.

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If you have any further questions, please contact our Acc	counting Department at	(407) 788-6700 ext	t 402 or email <u>autopay</u>	@sentrymgt.com.
AUTO-PAY PROGRAM	FOR ACCOUNTING USE ONLY			
☐ INITIAL AUTHORIZATION☐ CHANGE OF BANK	ASSN ACCT NO		WNER ACCT NO (16 DIGI	· 1
Initial authorization, or changes, must be received by				
I (we) hereby authorize				
ASSOCIATION to initiate debit entries to my bank a DEPOSITORY, to debit the same to such account which your payment(s) should be deducted. NAME	. Please provide info	ormation about t	he savings or check	ing account from
CITY	·····	STATE	ZIP	
This authority is to remain in full force and effe from me (or either of us) of its termination in su		N and DEPOSITOR	RY have received wr	itten notificatior
reasonable opportunity to act on it. NAME(please print)		PI	HONE ()	
SIGNATURE				
PROPERTY ADDRESS				
PLEASE INCLUDE A VOIDED CHECK (FOR CHECK SAVINGS ACCOUNT DEDUCTION) IN ORDER TO PROMISE OF THE PROPERTY OF T	ROCESS.		/INGS ACCOUNT DE	
AUTHORIZATION TO CANCEL AUTO-PAY PROGRAM CANCELLATION EFFECTIVE DATE	FOR ACCOUNTING USE ONLY			
	ASSN ACCT NO	0	WNER ACCT NO (16 DIGI	rs)
I request	MMUNITY ASSOCIATION		to cancel the auton	natic withdrawals

NAME(please print)

PROPERTY ADDRESS

SIGNATURE

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