

WOODBRIIDGE VILLAGE ASSOCIATION

Automatic Payment Service For Your Monthly Dues Assessments

Woodbridge Village Association now offers association homeowners the opportunity to pay their regular monthly dues assessments using automated electronic payments. This means homeowners can pay their assessments automatically without writing a check. The program is available to all homeowners regardless of where they bank.

To enroll in Woodbridge Village Association's Pre-Authorized Assessment Payment Service, just follow the easy steps outlined below:

- 1. Read, complete and sign the Pre-Authorized Assessment Payment Service Authorization Form on the reverse side.**
- 2. Attach a voided check to the authorization form and mail both in an envelope with payment for your current balance to:**

**Woodbridge Village Association
31 Creek Road
Irvine, CA 92604-4799**

Authorization must be received by the 15th of the current month to activate the automatic payment process for the following month's payments.

To qualify for this service, you must have a zero beginning balance due. Therefore, all prior balances due must be paid in full and remitted with this authorization. If your account currently reflects a credit or zero balance, simply return this completed authorization and the Association will schedule your automatic withdrawal of \$80 (or the current monthly dues assessment) to become effective when your account reflects a balance due.

Although, the Woodbridge Village Association does not charge you a fee for this service, your bank may charge a processing fee. Please contact your bank for their service fee policy.

Funds from your bank account will normally be transferred to the Association between the 7th and 12th of each month. The automatic withdrawal will appear on your bank statement.

In order to terminate the automated electronic payment, your written notification must be received by the WVA prior to the 15th of the month.

A \$25 Returned ACH fee will apply if an automatic payment is returned by your bank to the WVA.

Monthly statements will continue to be sent to you. This will ensure your payment is being applied accordingly.

If you own more than one property, please complete an authorization form for each property.

It's just that simple to begin having your monthly dues assessments automatically paid from your bank account. If you have any questions about how to complete the authorization form, please call (949) 786-1800, extension 140.

PRE-AUTHORIZED ELECTRONIC ASSESSMENT PAYMENT SERVICE AUTHORIZATION
(please print)

Woodbridge Village Association Account Number: _____
(from your billing statement)

Property Address: _____
(for multiple properties, please submit a separate form for each property)

I/We hereby authorize Woodbridge Village Association to initiate monthly debit entries (automatic withdrawals) from my/our (select one) Checking ___ Savings ___ account indicated from the financial institution named below.

Bank Name _____ Branch _____

City _____ State _____ Zip _____

Routing (ABA) No. _____ Bank Account No. _____

This authorization is to remain in full force and effect until Woodbridge Village Association receives written notification from me/us of its termination. I/We understand in order to terminate the automated electronic payment for the following month, my/our written notification must be received by the WVA prior to the 15th of the month.

SIGNED: _____ SIGNED: _____

PRINT NAME: _____ PRINT NAME: _____

DATE: _____ DATE: _____

Attach voided check with this agreement DAY TIME PHONE #: _____

SAMPLE CHECK INFORMATION

YOUR NAME _____ 12345
YOUR STREET _____
CITY, STATE ZIP _____

Pay To _____ \$ _____
The Order Of _____ Dollars

BANK _____
122239131: 12345: 74007700059:

Routing (ABA) No.

Check No.

Account No.

If you wish to receive a confirmation notice by mail, please complete the following information:

WOODBRIIDGE VILLAGE ASSOCIATION CONFIRMATION NOTICE FOR AUTOMATIC DUES PAYMENT SERVICE

NAME: _____
ADDRESS: _____

FOR OFFICE USE ONLY
Your Automatic Assessment Payment Service has been processed by the WVA. Your service will begin with _____ dues. If you have any questions, please contact us at (949) 786-1800.