



The Woods Garden Club, Inc
Direct Debit Payment authorization Form

Name: _____

Property Address: _____

Contact Telephone Number: _____

Email Address: _____

Debits will draft the 5th business day of each month

PLEASE ATTACH A VOIDED CHECK

Direct Debit Payment terms and conditions:

- Main Street Property Management will debit funds directly from the account monthly, as determined by the Association's governing documents and/or Board of Directors.
- The amount debited from the checking account will equal the current regular monthly assessments. Special assessments will require a separate Direct Debit Authorization form. The homeowner recognizes that there may be other charges, but Direct Debit will not include additional fees.
- The homeowner is completely responsible for notifying Main Street Property Management, in writing, by the tenth (10th) of the preceding month of any changes to the account (i.e., change of bank, account number, resale of house). Failure to notify may result in funds being withdrawn. Any charges caused by this failure to notify Main Street Property Management in writing will be the sole responsibility of the homeowner.
- If a homeowner has two (2) insufficient funds returned by their financial institution, the homeowner will be ineligible to continue the Direct Debit program.
- A homeowner with a direct debit that is not honored by the bank will be responsible for replacing said returned payment, including NSF fee charges, by money order or cashier's check.
- A homeowner may not change bank accounts more than twice in a calendar year and continue with the Direct Debit program.

I (we) authorize Main Street Property Management to initiate debit entries to my (our) account. This authorization is to remain in full force and effect until Main Street Property Management receives written notification of its termination.

Signature _____ Date _____

Please complete the form, attach a voided check and submit to Main Street Property Management no later than the 15th of the prior month. Forms are to be mailed to: P O Box 133068 Tyler, TX 75713.

A voided check must be attached for the authorization form to be processed.