

ACH Authorization Form

Authorization Agreement for Direct Payments (ACH Debits)



Name _____

Address _____

City _____ State _____ Zip _____

Association's fourteen digit (14) Account Number: OK _____ - 0000 - _____ - 0 _____
(Found on your association payment coupons)

I hereby authorize the "Association" to initiate debit entries to my Checking Account indicated below at the financial institution (Bank) named below, and to debit the same to such account of all amounts due and owing the association. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law. The financial institution must be a United States bank.

Bank Name _____

Routing Number # _____ Account Number# _____

Payment Date: is the 5th of each month. Your bank account will be debited around the 3rd, so long as it is a business day. Weekends and holidays will cause this draft to occur on the next business day.

Signature: _____ Date: ____/____/____

This authorization is to remain in full force and effect and can only be revoked when association/management company has received written notification in such time and in such manner as to afford a reasonable opportunity to act on it.

All forms should be returned to:

Return to:

The Continental Group Fax: 813-642-8790
1904 Clubhouse Dr Email to:
Sun City Center, FL 33573 krhoades@thecontinentalgroupinc.com

Official Use Only
PO Box # **028157**
Continental (Sterling) - Tampa

Important: Once we have processed your application, you will receive written confirmation stating your activation date. Until you receive said written confirmation, please continue to submit your payments via check. If you have questions, please contact our Customer Service team at (727) 299-9555.

Attach VOID check here.

Void check **must** be attached or account cannot be setup.

Some banks use a different routing number for ACH transactions, such as Bank of America. This should be listed separately on the check face and may be different from the standard routing number. USE the ACH Routing number on this form.

★ **Bank "Starter" checks or those not having your Name and Address printed cannot be accepted to set up ACH accounts.** ★

*The monthly draft process can take 4 to 5 days to run full course. During that time no changes can be made. Including bank account information changes. Any such changes should be submitted no later than the 20th of the month in order to allow time for the changes to be made. Cancellations require 48 hours prior to a draft start date to cancel and should be received no later than the 28th of the month.