



AUTOMATIC DEBIT PROGRAM APPLICATION

Accounting Use Only
Copy Code: _____
Owner Status: _____
Charge Freq: _____
Start Date: _____

Assessment Account Number: _____

Application Type (please circle one): New Application or Bank Change Only

I authorize FirstService Residential DC Metro, LLC, as managing agent for _____
_____ (homeowners association), to automatically
debit my [] **checking** [] **savings account**.

**Bank Routing # _____

**Bank Account # _____

Financial Institution _____

City _____ State _____ Zip _____

***Please note that with credit unions, information for automatic debit may be different than what is printed on the check or deposit ticket.*

Tape voided check here

Return to: FirstService Residential DC Metro, LLC
11351 Random Hills Road, Suite 500
Fairfax, VA 22020
Fax: 703.591.5785
Email: ar.dcmetro@fsresidential.com

Questions?

Phone: 703.385.1133
ar.dcmetro@fsresidential.com

I understand that this authorization will be in effect until I notify my managing agent *in writing* that I no longer desire this service, allowing management reasonable time to act on my notification. I also understand that if corrections in the debit amount are necessary, it may involve an adjustment (credit or debit) to my account. I acknowledge that the transaction will occur during the first week of each month the Assessment is due. I also understand that there is a service charge per payment returned, for any reason. If two payments are returned within one year, the service will be stopped and I will be responsible for making payments on balances due.

THIS AUTHORIZATION IS NONNEGOTIABLE AND NONTRANSFERABLE.

Payor's Name _____

Property Address (for payment to be applied) _____

Payor's Email _____

Payor is (please circle one): Owner Renter Other: _____

Phone Number _____

Signature _____ Date* _____

***The Automatic Debit Form must be received before the 20th of the month to start the draft the following month. You will receive a confirmation letter notifying you when your first automatic debit will occur. You are responsible for sending payments up until such time as you are notified in writing that your first payment will be taken out of your account.**