

## NOW, PAY YOUR MAINTENANCE ASSESSMENT AUTOMATICALLY!

IT'S SAFE! IT'S AUTOMATIC!  
SIMPLY RETURN THE FORM!

- No more worries of sending checks through the mail.
- No more postage stamps.
- Your payments are always on time!
- No Late Fees.

In cooperation with Southwest Bank of Texas, AMI has introduced this optional service exclusively for members of AMI managed communities. You simply authorize your account to be automatically charged for the designated amount of your monthly maintenance assessment. Once each month on the third business day, your checking account will be charged electronically through the Electronic Fund Transfer Process and your Association's checking account will receive credit in the amount of your monthly maintenance assessment.

To sign up for this easy payment program, please complete, detach and mail the authorization form attached to this brochure. Please include a voided check from the account from which you wish to have the funds withdrawn. It's that easy!

If you should have any questions regarding this exciting program, please contact our office and ask for the Bookkeeper for your Association.

### FREQUENTLY ASKED QUESTIONS

#### HOW DOES IT WORK?

- Electronic Fund Transfer is the process which allows you to make your monthly maintenance assessment payments without the necessity of writing a check. You simply authorize your checking account to be automatically charged for the designated dollar amount of your monthly maintenance assessment and your Association's checking account will receive the payment.

#### HOW DO I SIGN UP FOR IT?

- Fill out the Automatic Transfer Authorization Form
- Submit the form with a voided check attached (deposit

slips will not be accepted).

- Automatic Transfer Authorization Forms must be received at AMI by the 15th of the month in order to be eligible for fund transfer the following month.

#### WHEN WILL THE FUNDS BE WITHDRAWN FROM MY ACCOUNT?

- All payments will be withdrawn from your checking account on the third business day of each month.

#### WILL IT INCLUDE PAYMENT OF ANY SPECIAL ASSESSMENTS?

- No. This service is limited to regular monthly maintenance assessment.
- Special assessments will require payment by check.

#### AM I REQUIRED TO USE THE AUTOMATED PAYMENT PROCEDURE?

- No, this is an optional form of payment.

#### WHAT HAPPENS IF I CHANGE BANKS?

- Submit a new Automatic Transfer Authorization Form and attach a voided check from the new account (deposit slips will not be accepted).
- Information regarding the change must be at AMI by the 15th of the month in order to be eligible for fund transfer the following month.

#### HOW DO I STOP MY AUTOMATIC PAYMENTS?

- Submit a letter to AMI by the 15th of the month indicating your desire to discontinue this method of payment.
- Include your name, property address and Association account number on the written request.
- No verbal requests will be acted upon.

#### WHAT BENEFIT DOES YOUR ASSOCIATION RECEIVE FROM THIS PROGRAM?

- Increased collection efficiency.
- Enhanced service to the membership.
- Lower cost to your Association.

#### WHAT BENEFIT DOES AMI RECEIVE FROM THIS PROGRAM?

- The opportunity to provide yet another service to the community associations managed by AMI as a part of the expanding AMI Advantage program.

