

## WHAT IS AUTOPAY?

Evergreen Lifestyles Management, through your association's bank, offers homeowners an opportunity to pay their balance due (assessments, late fees, interest, NSF) using automated electronic payments.

Attorney fees, special assessments, and violation fines will not be drafted through AutoPay.

Preauthorized automated electronic assessment payments eliminate the need for check writing and the potential for late payments. In the process, the association is assured prompt, predictable payments to help better manage funds.

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*“AutoPay allows the association assured, prompt, and predictable payments to help better manage funds.”*

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## HOW DOES AUTOPAY WORK?

The preauthorized electronic assessment payment service uses the Federal Reserve System's Automated Clearing House (ACH) to facilitate electronic transfers from homeowner checking/savings accounts directly into the association's bank account. Funds are transferred between the 8th and 12th day of the month, according to your community's billing cycle, and will appear on the homeowner's bank statement.



*Your Community.  
Your Home.  
Your Evergreen.*

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### MAIL THE COMPLETED FORM:

10401 Deerwood Park Blvd.  
Suite #2130  
Jacksonville, FL 32256

### OR SCAN AND EMAIL:

[Autopay@Evergreen-LM.com](mailto:Autopay@Evergreen-LM.com)

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**877-221-6919**

**EVERGREEN-LM.COM**



# AUTOPAY ENROLLMENT FORM

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*Enroll in AutoPay and avoid the hassle of late fees and check writing when paying your HOA assessments.*

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**EVERGREEN**  
LIFESTYLES MANAGEMENT

## INCLUDE A VOIDED CHECK

*Place Voided Check Here*

1000

DATE \_\_\_\_\_

\$ \_\_\_\_\_ DOLLARS

PAY TO THE ORDER OF \_\_\_\_\_

MEMO \_\_\_\_\_

SIGNATURE \_\_\_\_\_

9999999999 1000

## OWNER INFORMATION

\_\_\_\_\_  
LAST NAME      FIRST NAME      M.I.

\_\_\_\_\_  
ASSOCIATION

\_\_\_\_\_  
SUB-ASSOCIATION OR CLUB

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
EMAIL

\_\_\_\_\_  
PROPERTY ADDRESS

\_\_\_\_\_  
CITY      STATE      ZIP

\_\_\_\_\_  
BANK NAME

\_\_\_\_\_  
ACCOUNT NUMBER

\_\_\_\_\_  
ROUTING NUMBER OR ABA NUMBER

\_\_\_\_\_  
START DATE

## AUTHORIZATION

Authorization must be received by the 20th day of the current month for processing to start the following month.

This authorization is to remain in full force and effect until the ASSOCIATION has received written notification from me (or either of us) of its termination in such time and in such a manner as to afford the ASSOCIATION and Bank a reasonable opportunity to act on it.

\_\_\_\_\_  
SIGNATURE OF HOMEOWNER      DATE

\_\_\_\_\_  
SIGNATURE OF HOMEOWNER      DATE

Preauthorized charges to your account will be processed, when due, for the balance due (assessments, late fees, interest, NSF). Payments so collected will be deposited to the checking/savings account of your ASSOCIATION. There may be changes to the assessment amounts and/or due dates in accordance with the ASSOCIATION'S governing documents and applicable state statutes, including notification requirements of the ACH (Automated Clearing House) rules. We reserve the right to make changes in the agreement at any time. We may cancel preauthorized electronic assessment payments at any time without cause and you can terminate this agreement at any time by giving sufficient written notice.