



ACH Direct Debit Authorization

New Authorization ____ Change Authorization ____ Cancel Authorization ____

First Month to Start Debit: _____

Bank Name: _____

Bank Account Number: _____

Routing Number: _____

Your Name (Name on Bank Account): _____

Your Home Address: _____

Property Address in Lake of the Woods if different than home address:

Contact Phone Number: _____

Email Address: _____

Note: Per month 1/12 of your Lake of the Woods annual dues will be debited automatically on the 5th day of each month or on the next business day if the fifth falls on a weekend or holiday.

I hereby authorize HOA Community Solutions to initiate, change, or cancel debit entries against my account. This authority is to remain in effect until the Association has received written notice from me regarding its termination. To ensure that any requested changes in your debiting status can take effect before your next scheduled debit, change forms must be received 10 days prior to your next scheduled debit. When submitting a new authorization, a copy of a voided check must be included with this form.

Owner Signature

Date

RETURN THIS FORM **WITH A VOIDED CHECK** TO HOA COMMUNITY SOLUTIONS using one of the methods below:

- CONFIDENTIAL FAX: (253) 313-1219
- Scan and email to: info@hoacommunitysolutions.com
- Mail to: P.O. Box 364, Gig Harbor WA 98335

Lake of the Woods Community Club Payment Process

You have several options for payment of your Lake of the Woods monthly assessments. HOA Community Solutions uses a payment processing center. Please note that your coupon book includes a return envelope in which you can return your payment to our processing center.

If you wish to pay by personal check and mail your payment to HOA Community Solutions, you will need to tear off the appropriate month's coupon from the coupon book and return it in the window envelope provided. **Please make all checks payable to: Lake of the Woods** and write **LWCC** and your **5 digit accountnumber** on the memo line of your check.

If you use your bank's auto bill pay system to send checks, please do the following:

- Delete the old payee account and create a new Lake of the Woods account with the mailing address listed below.
- Ensure payment includes **LWCC** and your **5-digit account number** (this information can be found at the bottom of your payment coupon - see example below)

EXAMPLE CHECK MEMO LINE: **LWCC-103XX**

Lake of the Woods
c/o HOA Community Solutions Processing
Center
P. O. Box 97974
Las Vegas, Nevada 89193-7974

**Please include your
Association's ID letters and your
account number in the memo
line on your check.**

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Please note that the account number listed on this sheet is a sample account number only. Please use your own account number, which can be found on your billing statement.

You can also pay online with an E-Check, debit or credit card through the HOA Community Solutions website. You may pay online at www.hoacommunitysolutions.com Select "Pay Online" through the menu bar at the top of the page. You will need your bank's routing number and your account number for the E-Check option, as well as information from the coupon at the bottom of your statement.

Just like the bank auto bill pay information, you will need to provide **LWCC** and your **5-digit accountnumber**. You will ALSO need the management company ID which is **6835** (see example below)

Lake of the Woods
c/o HOA Community Solutions Processing
Center
P. O. Box 97974
Las Vegas, Nevada 89193-7974

**Please include your Association's
ID letters and your account number
in the memo line on your check.**

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If you have any questions about how to make payments, please call HOA Community Solutions at (253) 985-3812, Ext. #1.