Association Pay (ACH) Authorization

BB&T Association Services (727) 549-1202 or toll free (888) 722-6669

Sign up to automatically pay your association payment from your checking or savings account at any U.S. financial institution. We are unable to accept authorizations for accounts located outside of the United States.

Enroll online through the 25th of the month to be effective for the next debit month by visiting BBT.com/Payments. If your association is not set up for online enrollment, complete the authorization form below. Complete a separate authorization form for each payment obligation.

To enroll by U.S. mail - Complete the authorization form below and attach a voided check. Mail form to **BB&T Association Services, P.O. Box 2914 Largo, FL 33779-2914.** Continue to make your payments until you are notified by the bank when your automatic payment will start.

Association Pay Terms and Conditions:

- You are enrolling in Association Pay to authorize recurring payments through electronic funds transfers by ACH debit entries.
- **When your payment is due, your account is debited automatically on the 3rd of the month. If the 3rd is on a weekend or holiday, your account is debited the next business day.**
- Payments will appear as **your full or abbreviated Association Name** on your bank statement.

Paper authorizations must be received by the 20th of the month to be effective for the next debit month. If the 20th falls on a weekend or holiday, the deadline is the last business day prior to the 20th. This Authorization will remain in effect until BB&T receives written notice from you or your association or its management company to cancel or change it. You hereby authorize BB&T to accept changes in amounts or account information or cancellation of this Authorization from the association or its management company. Notice from you must be in writing and sent to the address referenced below or faxed to BB&T Toll Free Fax: 866-297-8932. Notice must be received by BB&T on or before the 27th of the month to be effective for the next debit date. When the 27th of the month falls on a weekend or holiday, the deadline is the last business day prior to the 27th. Some exceptions apply; visit BBT.com/Payments to view the Association Pay deadline calendar. You may print a Cancel or Change Request for Association Pay from the BB&T Online Payment System or online at BBT.com/Payments. All payments initiated for debit are subject to acceptance by the designated financial institution. All ACH transactions authorized herein must comply with applicable U.S. law. Your completion of this authorization form indicates your agreement to be bound by the NACHA Operating Rules. For questions, contact BB&T Association Services Toll Free at 888-722-6669. Doc. ID# 105

Keep top section for your records

Mail enrollments, cancels or changes to Association Pay: BB&T Association Services – P.O. Box 2914, Largo, FL 33779-2914

Attach voided check **Association Pay (ACH) Authorization** **Return bottom section**

Association or Community Name: _____ **Unit No.** _____

Is the account that is being debited for your homeowner payment funded electronically by a financial agency outside of the U.S. territorial jurisdiction? ☐ **Yes** ☐ **No**

Bank Account Owner Name_____ Phone _____

Mailing Address _____ City _____ State ___ Zip_____

Property Address _____ City _____ State ___ Zip_____

Bank Name_____ Bank Routing No._____

Checking ☐ Savings ☐ Account No. _____ Check box if account to debit is a business account. ☐

By signing this authorization, you agree to the following: 1) I have read and agree to the Terms and Conditions provided and 2) I am authorized to initiate transactions on the account provided. I authorize a) the above named association to debit the account to collect my association payments b) BB&T to initiate electronic funds transfers by ACH debit entries to the account for the purpose of making those payments and c) the financial institution to withdraw these payments from my account. Doc ID# 105

SIGNED _____ **DATE** _____

Email_____

BILL PAY ACC#:	SERIAL #:	Unit #:	FREQ:

PRINT