



Lofty Pines Homeowners Association (LPHA) Automatic Bank Draft Program

Automatic payment from your checking or savings account assures your bill is paid in full and on time every month, even if you are out of town. This convenient, efficient, and cost-effective process is offered by Lofty Pines Homeowners Association (LPHA).

How do I begin the process?

To become an automatic payment customer, two items are required: 1) Complete the Automatic Bank Draft Form on the next page and 2) Send form to:

Lofty Pines Homeowners Association
C/O 5310 Ebony Place
Piedmont, SD 57769

If preferred, forms may also be emailed to sagewaterworks100@gmail.com.

Ms Jane Doe
123 Main St
Boulder, CO 80301

Date _____

Pay to the Order Of _____ \$ _____

_____ Dollars

Memo _____ Signature _____

123456789 1234567890123 1001

Routing Account

When will my payment be withdrawn from my account?

Please continue to pay your bill as normal until your bill states "Automatic Payment-Processed 20th - 25th of each month". After enrollment in the program, the exact amount of your bill will be withdrawn from your account. Automatic payment dates must correspond with the business days of the financial institutions so a 5-day window is necessary.

What happens if I have questions about my bill?

If you have a question about your bill, please email sagewaterworks100@gmail.com or call Marilee, Biller, at 605-431-2006

What happens if there is not enough money in my account?

The automatic payment will be presented to your financial institution once for processing. If your financial institution does not pay the automatic payment request because of insufficient funds and returns it to LPHA's financial institution, your account will be charged an insufficient funds fee according to the LPHA's rate/fee schedule and processed in the same manner as an insufficient funds check.

How do I cancel my participation?

If you decide to discontinue participation in the automatic bank draft program, email sagewaterworks100@gmail.com, or by calling Marilee at 605-431-2006.



Lofty Pines Homeowners Association
(LPHA)
Automatic Bank Draft Program

Please complete the following information:

Customer Name: (billing account) _____

Water Service Address: _____ Lot # _____

Bank Name: _____ City _____ State _____

Checking*

Savings

Bank Routing Number: _____

Account Number: _____

Lofty Pines Homeowners Association (LPHA) is authorized to debit my checking or savings account for the water bill and other associated charges as appropriate on or up to 5 days prior to the monthly due date of my account. I have included a voided check for this purpose. I further understand that this authorization is in effect until LPHA is notified that I or an authorized person no longer desires this service, allowing LPHA reasonable time to act upon my notification. I also understand that if corrections to my account are necessary, they will be reflected on the next billing. I understand that non-payment due to insufficient funds in my account will be processed by my financial institution and LPHA in the same manner as an insufficient funds check, and that I may be charged insufficient funds fees by both. I understand that this authorization is non-negotiable and non-transferable.

Signature* _____ Date _____

**person shown on billing account*