

# THE CWD GROUP, INC., AAMC™

Construction • Maintenance • Management

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*Inspiring Successful Communities*

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Dear Homeowner,

Attached you will find the “Authorization Agreement for Direct Payments” (ACH Debits), commonly referred to as Automatic Withdrawal Payments. The Automated Clearing House Network (ACH) is a nationwide electronic payments system used by more than 22,000 participating financial institutions, 160,000 corporations, and millions of consumers. It is being used extensively for commercial applications such as corporation-to-corporation payments and cash management. We hope you will find this system to be of benefit to you as a means of doing business electronically.

In order to participate, you must:

Fill out the upper portion with necessary information, and Attach a voided check to the document.

Please remember to date and sign the Authorization Agreement, and mail it to the address below. ACH requests received prior to the 25<sup>th</sup> of the month will be processed for the next calendar month’s assessment payment. ACH requests received after the 25<sup>th</sup> will be delayed for one month; please include a check for the monthly assessment amount if you are submitting your ACH form after the 25<sup>th</sup> of the month.

Please be advised that changes to your monthly assessment resulting from budgets approved pursuant to the Associations governing documents will be automatically reflected in your ACH debit amount. Additionally, you may request debit of special assessments and/or other comments, or concerns, please contact Matthew Jones, Accounts Receivable Specialist, at [matthew@cwdgroup.com](mailto:matthew@cwdgroup.com) or (206) 706-8000.

Thank You!