

**Rules for Direct Debit Program**  
**(as of 08/15/2016)**

**By signing this form, you are agreeing to the rules of this program.**

1. Please continue to mail in your payments until you receive a letter confirming the activation of your electronic program.
2. Forms must be received at Klingbeil, Powell & Alrutz, Inc. by the 10<sup>th</sup> of the month to be processed for a start date beginning the first of the following month.
3. You must attach a voided check from a checking account in order to participate in the program.
- 4. The routing and account number on the voided check must match the routing and account numbers written on the form.**
5. If you elect for the payment to be taken from a savings account, a letter from your Financial Institution providing the Routing and Transit number and Account Number must be submitted.
- 6. Enrollment will not be accepted if there is an outstanding balance on your account.**
7. If payment is returned two times for any reason in succession, or, three times in any given calendar year, your enrollment in the Direct Debit Program may be terminated.
8. KPA must be notified in writing, 10 business days prior to the end of the month to discontinue the electronic payment from your account. This request may be faxed to (703)-532-5098, attn: Direct Debit Administrator or emailed to [jngo@kpamgmt.com](mailto:jngo@kpamgmt.com).
9. If you would like to change the authorized Bank Account on file, you will need to complete a new enrollment form, going through the process described in item 1-3 above. Requests received at Klingbeil, Powell & Alrutz, Inc. on or before the 10<sup>th</sup> of the month will be reflected the next month.
10. Klingbeil, Powell & Alrutz, Inc. will only deduct the amount of your Association Assessment.