

Highland Green ACH Authorization Form

RESIDENT INFORMATION:

Name: _____

Address: _____

Email: _____

BANK INFORMATION:

Name on the Account: _____

Bank Name: _____

Bank ABA (Routing) Number: _____

Bank Account Number: _____

Checking Account: Savings Account:

Yes _____, I authorize Sea Coast Management Company to withdraw the **Monthly Fee** from the account listed above on the 4th business day of the month.

Yes _____, I/We authorize Sea Coast Management Company to withdraw the **Semi-Annual Real Estate Taxes** from the account listed above on the 4th business day of the month (April & October only).

I/we acknowledge that the origination of ACH transactions to my/our account must comply with the provisions of the US Law.

This authority is to remain in full force and effect until Sea Coast Management Company (SCM) has received written notification of its termination in such time and in such manner as to afford SCM and the Bank a reasonable opportunity to act on it.

SIGNATURE: _____ DATE: _____

Please return this completed form, **with a voided check**, to the
Highland Green Business Office
7 Evergreen Circle
Topsham, ME 04086

To: Highland Green Residents
From: Highland Green & SeaCoast Business Office
RE: Monthly Payment Process

In an effort to streamline and expedite the monthly payment of fees, we are asking residents to pay the monthly fees and the semi-annual real estate taxes by an ACH withdrawal. The ACH withdrawal will eliminate payment delays and allow residents to worry less about sending the payments in on time.

If you currently pay with a check, the ACH process will be more convenient. Paying with ACH eliminates the need to write a check. It removes timing issues with mail delivery and it is easy to budget as the payment will be withdrawn on the same business day each month.

Attached you will find an ACH Authorization Form which must be completed and returned to the Highland Green Business Office. It can be dropped in the collection box at the Community Center or sent to the following address:

**Highland Green Business Office
7 Evergreen Circle
Topsham, ME 04086**

Please check the options that you would like to pay with ACH withdrawal. The options include:

1. Pay only your monthly fees by ACH.
2. Pay only your semi-annual Real Estate Taxes by ACH (April and October).
3. Or check both and pay both your monthly fees and your semi-annual Real Estate Taxes by ACH.

Each item will need to be clearly checked and the form needs to be signed for the withdrawal to be established.

Once the form is signed and returned, the business office will keep that information on file and in use, until we receive an updated form or a written request to no longer use the ACH withdrawal process.

Important Dates to remember:

Statements are delivered via email approximately **ten (10) days** before monthly fees are due.

Monthly fees are due on the **1st of each month**.

Semi-annual Real Estate Taxes are due on the **1st of the month in April and October**.

ACH Withdrawals occur on the **4th business day of each month**.

If you are paying with a check and the monthly fees are not received by the Business Office by the **15th of the month**, a late fee of \$25.00 will be assessed.

If you have any questions about the ACH Withdrawal process, please call Bob Rocheleau at the Highland Green Business Office at (207)725-6318 or Amy Pierce at the SeaCoast Business Office at (207)781-5532 Ext. 228.