



PAYMENT METHOD / ADDRESS UPDATE FORM

Please assist us in updating our records by completing this form and returning it to our office. The information submitted will become part of your Association official records. Please print clearly.

Your Association Name _____

Owner Name(s) _____

Local Property Address _____

Alternate Address _____

(PLEASE CHECK ONE BOX ABOVE FOR THE ADDRESS WE SHOULD USE FOR MAILINGS & CORRESPONDENCE)

(For all future correspondence, please let our office know each time you wish to change your mailing address, so that we can send Association information to the correct address. Thank you!)

Phone number(s):

(local) _____ (cell) _____

(cell) _____ (business) _____

E-mail Address(es) _____

Home Watch _____ phone _____

Please choose your preferred payment method: *(If we collect fees for your Association.)*

I prefer direct debit ACH for my Association fees. (Please attach check from United States bank account)

I prefer a coupon booklet for my Association fees.

If you choose direct debit ACH, please complete the following information:

Name(s) on Deed _____

Month to start direct debit _____

Circle account to be charged: Checking Savings (Please attach a voided check from a U.S. account or document from Bank)

Maintenance Fee Account # *(to be completed by Sandcastle)* _____

I have included a blank voided check and hereby authorize my financial institution to debit my account in the name of my Condominium/Homeowners Association. I understand that this debit will appear on my bank statement under the description of the Association lock box. I understand that the auto debit ACH will appear on my bank statement on or around the 8th of each month or quarter it is due. In addition, I understand that this auto debit will remain in effect unless I notify Sandcastle in writing 30 days prior to cancelling. I also authorize the Association to change the auto debit as maintenance fees may be changed by the Board of Directors for my Association.

Signature _____ Date _____