



**Fairlington Villages,
A Condominium Association**

**AUTHORIZATION FORM FOR
DIRECT DEBIT PAYMENTS**

We are pleased to offer the convenience of Direct Deposit of your assessment payments from your personal account to your association's account. To take advantage of this service, complete and return this form together with a VOIDED check from your account. We will verify that your bank can accept Automatic Payment Instructions. We cooperate with all major banks that participate with the Automated Clearing House (ACH).

Processing of a properly completed authorization may take up to 30 days. Completed Authorization Forms must be received by the 10th of the month to be ready for transfer of the following month's fees. We will notify you when the automatic payments will commence. UNTIL YOU RECEIVE THAT NOTICE, PLEASE REMIT ANY PAYMENTS THAT ARE DUE WITH YOUR COUPON. Your account must be current to begin this service.

If any part of your fee is being paid by someone other than the owner of the unit, you will not be able to take advantage of the direct debit service.

UNIT OWNER'S NAME: _____

ACCOUNT INFORMATION AS SHOWN ON YOUR COUPONS:

Community: ____ - _____ Account Number: _____ - ____

YOUR MAILING ADDRESS: _____

NAME OF BANK: _____

BANK ACCOUNT NUMBER: _____

Is this a Checking Account? _____ or, Savings Account? _____

Signature () _____
Daytime Phone Number

PLEASE NOTE THAT WE CANNOT PROCESS THIS REQUEST UNLESS YOUR VOIDED CHECK IS ATTACHED. A DEPOSIT SLIP MAY BE USED ONLY IF THIS IS A SAVINGS ACCOUNT FOR WHICH YOU HAVE NO CHECKS.

Mail to:
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ATTN: Direct Debit Administrator
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(703) 600-6000