

DAYLESFORD LAKE CONDOMINIUM ASSOCIATION

RE: Changing Your Payment Method to Direct Deposit/Debit

The Accounts Payable/Receivable Department of Pinnacle Realty Services would like to establish you as an ACH payment account and arrange payment to/from you via direct deposit/debit. ACH stands for Automatic Clearing House and is the banking industry's method for making electronic payments directly to or from other banking accounts. For example, many companies pay their employees via ACH by depositing their salary payments directly into their Demand Deposit Accounts (DDA).

This method of payment is preferable to a check for several reasons; it eliminates all check handling functions:

- printing and mailing by issuing party
- deposit by the payee, and
- the "check clearing process" performed by banks

If you agree to change your method of payment, and allow us to set your account up for ACH payment/debit, please provide the following information and return this letter to:

Pinnacle Realty Services
151 Fries Mill Road, Unit 502
Turnersville, NJ 08012

1) ABA Bank Routing Number: _____

Bank Name: _____

Bank Address: _____

All ABA (American Banking Association) numbers contain 9 digits, and each bank's ABA number is unique.

You must provide us with the complete name and address of the bank where the account is located.

2) Bank Account Number _____

This is the number of the account where the ACH payment is to be deposited/debited; i.e. a checking account or a savings account number.

To verify the account number, please submit to us either a voided check, or a pre-encoded deposit slip, which shows the account number and the ABA number.

Note: **USE A BLANK UNUSED CHECK** and write “void across the check, or provide a clearly legible photocopy of a blank check.

3) Type of Bank Account - Please check one _____ checking
_____ savings

You must specify whether the account is a checking account or savings account.

4) It is important that you notify Pinnacle immediately, in writing, when an account has been closed.

Please sign your name, date and name of the association that you are paying for authorization.

Authorized signer: _____

Date: _____

Association Name: _____

Association Address: _____

If you have any questions, please contact us at 856-374-8072.

****STAPLE VOIDED CHECK, DEPOSIT SLIP OR PHOTOCOPY OF BLANK CHECK BELOW:***