

**ACH DEBIT TRANSFER  
AUTHORIZATION FORM**

I hereby authorize Braesael Management Company (Braesael) to initiate credit or debit entries to my account with the financial institution indicated below. This authority is to remain in full force and effect until Braesael has received written notification from me of its termination in such time and in such manner as to afford Braesael and the financial institution a reasonable opportunity to act on it.

**Please note:** When setting up ACH, you authorize Braesael Management Company to draft your HOA dues on the first day that they are due, in the amount that they are due. Processing time may vary according to your bank. If you have a balance before ACH is set up, you must pay this amount in full, as this will not draft with your ACH withdrawal. If the dues amount raises or lowers year to year, you authorize Braesael Management Company to raise or lower the amount drafted accordingly. If you would prefer to choose the date the dues are drafted and/or change the amount paid, please opt out of ACH and set up a one-time or recurring payment through your bank, or online at [www.Braesael.com](http://www.Braesael.com). There is a convenience fee charged by the payment processing vendor for using online payments. You may also contact us for your community's mailing address should you choose to mail a check for your payment.

**Please mail this form, along with a voided check or deposit slip to your association's MATTHEWS P.O. Box, or email to [ACH@Braesael.com](mailto:ACH@Braesael.com). PLEASE CANCEL ANY OTHER RECURRING PAYMENT METHOD YOU MAY HAVE ALREADY IN PLACE. CHOOSING ACH WILL NOT CANCEL PREVIOUS RECURRING PAYMENT METHODS.**

Community Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Circle One:     Checking Account     Savings Account

Financial Institution: \_\_\_\_\_

Bank Routing # (ABA#): \_\_\_\_\_

Account #: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Attach:**

**Voided Check for checking accounts OR Savings Deposit Slip for savings accounts Form will not be processed without information below.**

The image shows a sample of a voided check form. It includes the following fields and information:

- Payee: Jane A. Doe, 1000 Main St, Anywhere, USA, 10001
- Date: \_\_\_\_\_
- Amount: \$ \_\_\_\_\_
- Routing # (ABA#): \_\_\_\_\_
- Account #: \_\_\_\_\_
- Check Number: 3680
- Microprint numbers: 123456789 and 11484620040
- Voided status: Indicated by a large 'X' over the check number and routing/account numbers.

Labels below the form indicate: Transit/ABA No. and Account No.