



shelter bay community, inc.™

shelter bay company™



1000 Shoshone Drive • La Conner, WA 98257 • (360) 466-3805 • Fax (360) 466-4733

ACH Recurring Payment Authorization Form

Schedule your Shelter Bay payments to be automatically deducted from your checking account. Just complete this form, sign and return it to the office to get started!

Recurring Payments Will Make Your Life Easier:

- It's convenient (saving you time and postage)
- Your payment is always on time (even if you're out of town), eliminating late charges

Here's How Recurring Payments Work:

By returning this completed form, you authorize Shelter Bay to debit regularly scheduled charges from your checking account. You will be charged for the amount you owe each billing period. The charge will appear on your bank statement as an "ACH Debit." It's simple, secure, and easy.

Please complete the information below:

I _____ (full name) hereby authorize **Shelter Bay Community Inc. and/or Shelter Bay Company** to initiate debit entries to my bank account indicated below on the **15th of each month** for payment of my **Shelter Bay Community Inc. and/or Shelter Bay Company** account.
LOT# _____ **and/or SLIP#** _____

I understand that I will not receive advance notice of the charge.

Billing Address _____

Phone# _____

City, State, Zip _____

Email _____

Attach a voided check or fill out the form below

Account Type: ☐ Checking

Name on Acct _____

Bank Name _____

Bank Routing # _____

Account Number _____

Bank City/State _____



SIGNATURE _____

DATE _____

I understand that this authorization will remain in effect until I cancel it in writing, and I agree to notify Shelter Bay Community Inc. and/or Shelter Bay Company in writing of any changes in my account information or termination of this authorization at least 15 days prior to the next billing date. If the above noted payment dates fall on a weekend or holiday, I understand that the payment may be executed on the next business day. I understand that because these are electronic transactions, these funds may be withdrawn from my account as soon as the above transaction date. In the case of an ACH Transaction being rejected for Non-Sufficient Funds (NSF), I understand that **Shelter Bay Community and Company** may, at their discretion, attempt to process the charge again within 30 days, and agree to a **\$25.00** charge for each returned NSF attempt initiated as a separate transaction. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law. I agree not to dispute these scheduled payments with my bank so long as the transaction corresponds to the terms indicated in this form.

Please Note: Automatic withdrawals will be processed the 15th of each month.

All open charges will be included in the first ACH transaction.

ACH deductions will start the following month of signature date.