

Dear Lakeport Cluster Owner:

SCS is pleased to offer Direct Payment Service to Lakeport Cluster Owners.

Although many of you are familiar with direct debit payments, below is a summary of a few of the most frequent questions:

- **What is direct debit payment?** Direct debit payment is a convenient, efficient, electronic payment alternative to paper checks. When you use direct payment you authorize SCS, on behalf of the Association, to electronically collect your assessments from your checking account. Instead of writing a check every quarter, your bank will automatically make the payment to the Association account the **third (3rd) business day of the quarter.**
- **Why use direct payment?** You'll save time preparing payments, save money on postage and eliminate the charge of a late payment. You'll never forget to make your assessment payment because it is done automatically. The Association benefits because its operating account receives interest on funds daily.
- **How to sign up for direct payment.**
 1. Please send a voided check from the account you will be using for Direct Debit.
 2. Read the information on the enclosed form and complete the enrollment application.
 3. Mail the enrollment form, with the check to SCS, P. O. Box 221350, Chantilly, Virginia 20153.

DIRECT DEBIT PAYMENT AUTHORIZATION AGREEMENT

Direct Debit Payment Services conditions and terms:

- **This enrollment form must be received at SCS by the tenth (10th) day of the month preceding the month you wish to start direct debit. You will be notified if the direct debit process for your account was not satisfactory.**
- SCS will request the transfer of direct debit funds once a month or quarterly if your association assessment is paid quarterly.
- First Associations Bank (or other depository determined by SCS) will be authorized to debit funds from my checking account for deposit into the Association's account on the third (3rd) working day of the month.
- The amount debited from my account will equal the current regular monthly assessment and may include parking and special assessment if applicable. I recognize there may be other charges but direct debit will not include additional fees, handling charges, etc.
- I am completely responsible for notifying SCS in writing, by the tenth (10th) of the preceding month, of any changes to my account (i.e. change of bank, accounts #'s, resale). Failure to notify SCS by the tenth (10th) of the preceding month may result in funds being withdrawn in the following month. Any charges caused by this debiting and failure to notify SCS will be the sole responsibility of the homeowner.
- If I have two (2) insufficient funds (NSF) returns I will be ineligible to continue in the direct debit payment program.
- A homeowner with a direct debit that is not honored by your bank will be responsible for making up that payment (including NSF charges) by check.
- A bank charge incurred as a result of a returned direct debit will be added to your account.
- Homeowners cannot change banks or accounts more than twice a year and continue with direct debit.
- **Your association assessment account must currently have a zero balance.**

I (We) authorize Select Community Services to initiate debit entries to my (our) checking account as indicated below and the financial institution listed below to debit same account.

Financial Institution _____ Checking Account # _____

City _____ State _____

This authorization is to remain in full force and effect until SCS receives written notification from me (us) of its termination.

Name _____ Name _____

Signed _____ Signed _____

Phone _____ Phone _____

Date _____ Date _____

Association Name Lakeport Cluster Association Owner Account 0092 - _____

Please return this completed form with a voided check to: Select Community Services, PO Box 221350, Chantilly, Virginia 20153.