

# MOUNTAIN PARK MONTHLY AUTO PAY

## *What is the Monthly AutoPay Plan?*

The MPHOA Assessment Monthly AutoPay program is a free service available from the Mt. Park Home Owners Association. The service allows MPHOA to automatically deduct your charges monthly directly from your checking account as an ACH debit.

## *What are the benefits?*

The MPHOA Monthly AutoPay is the most convenient way to make your MPHOA assessment payments. It is a service that saves time and it means you can AVOID the following:

- ◆ writing checks
- ◆ postage
- ◆ mail delays
- ◆ late charges
- ◆ other fees

## *How do I enroll in the plan?*

- ◆ Complete the attached authorization form.
- ◆ Make a copy of the authorization form for your records
- ◆ Submit a blank check with the word “VOID” written on it or bank document with your routing number and account number. Submit it with the Authorization Form to the address stated on the form
- ◆ Submit by the 10th of December or June to take effect in January or July

*Automatic monthly payments are only accepted from United States banking institutions.*

## *When will the automatic withdrawal start?*

MPHOA will notify you when your request for automatic monthly payments has been approved. Continue to make regular payments until you are advised of the activation date.

## *When will my bank account be debited and for what amount?*

MPHOA will debit your account on the 5th of each month for the monthly balance due. The balance will be 1/6 of your semi-annual assessment amount. If it is not a business day, the account will be debited on the next business day.

## *How do I cancel this service?*

Submit your request to cancel in writing. Mail your request to:

*Mt. Park Home Owners Association Attn: Accounting  
2 Mt. Jefferson Terrace  
Lake Oswego OR 97035*

You can also e-mail your request to [accounting@mtparkhoa.com](mailto:accounting@mtparkhoa.com). We must receive the request by the 1st of the month of cancellation.

## *What if I change banks but want to continue automatic monthly payments?*

Advise MPHOA of the last draw date for the current bank. Complete a new Authorization Form for the new bank and submit it with a new voided check. We must receive the new authorization form by the 1st of the month of change.



## MOUNTAIN PARK HOA ASSESSMENT MONTHLY AUTO PAY

*The convenience to pay your Mountain Park semi-annual assessment on a monthly basis*



503-635-3561

[www.mtparkhoa.com](http://www.mtparkhoa.com)

2 Mt. Jefferson Terrace  
Lake Oswego, OR 97035



# AUTOPAY AUTHORIZATION FORM

## PLEASE PRINT

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

MPHOA Property Street Address:  
\_\_\_\_\_

MPHOA Account Number: \_\_\_\_\_

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

E-Mail: \_\_\_\_\_

I hereby authorize MPHOA to initiate debit entries to my United States checking account listed below. A debit will occur according to the criteria selected below. This authority will remain in full force and effect until MPHOA received written notification from me of its termination and in such manner as to afford MPHOA 30 days to act on it. If my bank account lacks sufficient funds or my homeowners association account is not in good standing, I agree that this agreement will terminate and I will cover any collection costs.

I hereby authorize my bank to honor all debits initiated through MPHOA.

Name of Bank: \_\_\_\_\_

Your account will be debited on the 5th of each month for the monthly balance due.

ABA Routing Number (9 digits): \_\_\_\_\_

Bank Account Number: \_\_\_\_\_

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

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

Return this form and voided check/bank document to:

Mt. Park Home Owners Association: Accounting  
2 Mt. Jefferson Terrace  
Lake Oswego, OR 97035

All information will be kept confidential.