



2 Mt. Jefferson Terrace
Lake Oswego, OR 97035

To:



**MOUNTAIN PARK
AUTOMATIC
MONTHLY
PAYMENT
PLAN**

*A convenient way to make your monthly
Mt. Park payments.*

2 Mt. Jefferson Terrace
Lake Oswego, OR 97035

Phone: 503-635-3561
www.mtparkhoa.com

THE MT. PARK AUTOMATIC MONTHLY PAYMENT PLAN

What is the Automatic Monthly Payment Plan?

The Automatic Monthly Payment Plan is a free service available from the Mt. Park Home Owners Association (MPHOA). The service allows MPHOA to automatically deduct your charges monthly directly from your checking account as an ACH debit.

What are the benefits?

The Automatic Monthly Payment Plan is the most convenient way to make your monthly MPHOA payments. It is a service that saves time and it means you can avoid:

- writing checks
- postage
- mail delays
- late charges

How do I enroll in the plan?

- Complete the attached authorization form.
- Make a copy of the authorization form for your records
- Write the word "VOID" on a blank check and submit it with the Authorization Form to the address stated on the form

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. 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
2 Mt. Jefferson Terrace
Lake Oswego OR 97035**

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. Allow 30 days for processing.

Automatic Payment Plan Authorization Form

PLEASE PRINT

Member Name: _____

Mt. Park Property Address: _____

Mt. Park HOA Account Number: _____

Telephone: _____

Email Address: _____

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 receives 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 to:

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

All information will be kept confidential.



MOUNTAIN PARK
Nature's Neighborhood