

PLEASE INCLUDE VOIDED CHECK – DO NOT STAPLE

AUTHORIZATION AGREEMENT FOR AUTOMATIC PAYMENTS (EZPAY) GOLDEN RAIN FOUNDATION OF LAGUNA WOODS, INC.	MANOR NO. (EX: 123-A)
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I HEREBY AUTHORIZE THE GOLDEN RAIN FOUNDATION OF LAGUNA WOODS, (THE FOUNDATION), TO INITIATE DEBIT ENTRIES TO MY ACCOUNT IN THE FINANCIAL INSTITUTION NAMED BELOW (THE DEPOSITORY), TO DEBIT THE SAME TO SUCH ACCOUNT IN AN AMOUNT EQUAL TO MY MONTHLY ASSESSMENT (ASSOCIATION DUES) AS MAY BE DETERMINED BY MY MUTUAL AND THE FOUNDATION FROM TIME TO TIME, AND ANY APPLICABLE LATE CHARGES. THIS AUTHORIZATION DOES NOT REQUIRE THE FOUNDATION TO INITIATE SUCH DEBITS, AND I EXPRESSLY ACKNOWLEDGE THAT I AM RESPONSIBLE FOR MY PAYMENTS REGARDLESS OF WHETHER FOUNDATION EXERCISES ITS AUTHORITY TO DEBIT SUCH ACCOUNT AND REGARDLESS OF WHETHER THERE ARE SUFFICIENT FUNDS ON DEPOSIT IN SUCH ACCOUNT. I EXPRESSLY AGREE THAT FOUNDATION'S LIABILITY UNDER THIS AUTHORIZATION AGREEMENT SHALL BE LIMITED EXCLUSIVELY TO AMOUNTS WHICH ARE NEGLIGENTLY OR INTENTIONALLY DEBITED BY FOUNDATION, AND WHICH EXCEED MY MONTHLY ASSESSMENT AND ANY APPLICABLE LATE CHARGES.

THIS AUTHORITY IS TO REMAIN IN EFFECT UNTIL FOUNDATION HAS RECEIVED WRITTEN NOTIFICATION FROM ME OF ITS TERMINATION IN SUCH TIME AND MANNER AS TO AFFORD FOUNDATION AND DEPOSITORY A REASONABLE OPPORTUNITY TO ACT ON IT.

PRINT NAME	RESIDENT ID NO.	BANK NAME
SIGNATURE	TELEPHONE NO.	BRANCH / CITY
DATE		TYPE OF ACCOUNT <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS

SPACE BELOW IS FOR ACCOUNTING DEPARTMENT USE ONLY		
DATE RECEIVED	PROCESSED BY	DATE ENTERED

Please DO NOT mail to Los Angeles address

Please return the form with voided check to the following address.

Via post office mail:

Laguna Woods Village
Attn: EZ Pay
P.O. Box 2220
Laguna Hills, CA 92654-2220

Via email: ezpay@vmsinc.org

Via Drop-Box at Community Center

Please complete all the EZ Pay information requested above and include a voided check. **If you would like EZ Pay to start the next month, please submit the completed form along with the voided check by the 25th of the current month.** The assessment payments are withdrawn on the 6th of each month. If the 6th falls on a weekend or holiday, it's the next business day. Please submit a new form immediately with a new voided check if your routing or account number changes.

Confirmations: Due to the volume of forms received each month for new and updated account information, the Financial Services Department cannot send out individual confirmations upon receiving forms. Assume that the application will be processed if you sent it in prior to the monthly deadline. If a payment was not withdrawn the following month after you turned in the form, please contact the accounts receivable specialist at 949-597-4217 or email to ezpay@vmsinc.org. If you get a voicemail message, please leave your name, phone number and manor number, and explain you are inquiring why an EzPAY withdrawal was not made.



Laguna Woods Village®

EZPAY-AUTOMATIC ASSESSMENT PAYMENT PROGRAM

Owners/Residents:

The Golden Rain Foundation and your housing mutual offer you the opportunity to make your monthly homeowner's assessment payments automatically through the auto-debit **EZ PAY** program. This can be accomplished by providing your written authorization to transfer funds from your checking or savings account on the **sixth** of each month. If the 6th falls on a weekend or holiday, it's the next business day.

Your payments will be made without fail and with no chance of incurring a late charge resulting from a delay in the mail service. On vacation... out of the area? No problem with **EZ PAY**. If you would like to have your payments made automatically, please do the following:

1. Complete all the EZ Pay information requested on the form and include a voided check
2. Attached to the form a blank check for the account from which your payments will be made. **Mark this check "Void"**, as it will not be returned to you. If funds will be taken from a savings account, please request a sample copy of a voided check.
3. Return the form and the voided check to the Manor Payment Representative at the following address:

**Laguna Woods Village
Attn: EZ Pay
P.O. Box 2220
Laguna Hills, CA 92654-2220**

IMPORTANT: Reference on the EZ Pay authorization form the month in which you would like this program to begin. Remember to continue to make your monthly assessment payment by check until then. We will need to receive your EZ Pay authorization form and voided check by the 25th of the month that precedes your start date.

To change or update your account with a new bank account, please resubmit a new form with a voided check. Please provide a check payment to avoid late charges if a balance is due.

You may cancel your authorization at any time by sending a written cancellation notice to this office, at least 10 days prior to the payment date. **If you have any questions about this payment system, please call our office at (949) 597-4217 or email ezpay@vmsinc.org.**

It is your responsibility to verify the payment was properly withdrawn from your bank account. Please review your banking records each month to verify the payment was withdrawn.

Sincerely, Kendra Osborn
Accounting Supervisor
Financial Services Department