

VALLEY GROVE HOMEOWNERS ASSOCIATION  
1 BISON TRAIL  
BOZEMAN MT 59718  
ACCOUNTING OFFICE 406-570-5026 OR email: meg@tetonbookkeeping.com



AUTOMATIC PAYMENT OF DUES SET-UP REQUEST

Please complete and sign this application:

Customer Name(s) \_\_\_\_\_

Property Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email \_\_\_\_\_

Visa/MasterCard Debit/Credit card number (16 digits) and expiration date:

\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Expiration Date \_\_\_\_/\_\_\_\_

Name as it appears on card \_\_\_\_\_

Billing address for card \_\_\_\_\_

Zip code for billing address for card \_\_\_\_\_

I want my Valley Grove Homeowners Association (VGHOA) dues automatically charged to my debit/credit card. I authorize VGHOA to establish automatic payments for my dues.

I understand that my dues will be electronically charged to my debit/credit card until I give further written notice. I understand that canceling this service can take up to 15 days.

I understand that a charge of **\$50** will be processed on the **1<sup>st</sup>** of each month. I understand that the first month will include any past due amounts owing on my account including but not limited to dues, finance charges or other fees outstanding.

I understand that there will be a \$20 service charge for all non-sufficient funds posted.

By signing, I authorize Valley Grove Homeowners Association to process the payment as specified above. THIS AUTHORIZATION IS NON-NEGOTIABLE AND NON-TRANSFERABLE.

Signature of cardholder \_\_\_\_\_ Date \_\_\_\_\_

AUTOMATIC PAYMENT OF DUES  
Frequently Asked Questions

***How does the program work?***

Once you sign up for automatic payments, we will automatically charge your debit/credit card **\$45** on the **1<sup>st</sup>** of each month. This will pay your dues for that month.

***What if I have a previous balance on my account?***

The first charge will include any past due balance.

***What type of credit/debit cards will work?***

Visa and Master Card

***Why should I sign up for Automatic Payment?***

Convenience, security and peace of mind. You will no longer have to write a check for your quarterly dues – no checks, no stamps, no envelopes and no trips to the mail/drop box. You will also have the confidence that your dues payment will be made automatically, on time and through a secure method.

***Does Automatic Payment cost anything?***

There is no charge to set-up or use Automatic Payment.

***How can I begin this convenient service?***

It's very simple. Just fill out the Automatic Payment of Dues Set-up Request Form and mail it to us.

***Can I cancel the ACH service?***

The Automatic Payment can be canceled with written notice. Cancellation can take up to 15 days to process.

***What if the payment is rejected by my bank/credit card company.***

There will be a \$15 service charge posted to your dues account.