

# Woodmoor Homeowners Association

C/O The Avalon Management Group, Inc.  
31608 Railroad Canyon Road  
Canyon Lake, Ca. 92587  
Phone: (951) 244-0048 Fax: (951) 244-0520

Dear Homeowner,

Woodmoor Homeowners Association and Avalon Management offers automatic withdrawal from your checking account for you to make your monthly homeowner association assessment payments.

If you would like to use this service, please fill out and sign the enclosed Authorization Agreement and return it with a voided check (we are not able to use deposit slips.)

We process automatic withdrawal requests on the 19th of each month. If we receive the completed form and the information is verified by your bank it will take effect the following month. Your bank account will be debited around the 5th of each month until you notify us in writing to stop. This service applies to your assessments, outstanding balances and special assessments.

If you need to change your banking information at a later date, please submit the new information to us in writing prior to the 3rd of the month it is to take effect.

Please contact our office if you have an outstanding balance and do not want it auto-debited.

**Until the completed forms are returned to us and the information is verified, please continue to make your payments by check. You will receive a confirmation letter notifying you of when the automatic withdrawal will begin.**

If you have any questions, please give us a call at (951) 244-0048 or e-mail us at [ar@avalonweb.com](mailto:ar@avalonweb.com).

Sincerely,

Member Services  
As Agent for Woodmoor Homeowners Association

# Woodmoor Homeowners Association

**Authorization Agreement for Preauthorized Payments**

I (we) hereby authorize the Association to initiate debit entries to my (our) checking account for the monthly assessment payments, outstanding balances, and special assessments. Indicated below is my (our) bank and bank account number to which said debit entries should be applied.

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Bank Account Information

Bank Name \_\_\_\_\_ Phone: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Account Holder(s) Name \_\_\_\_\_

Bank Routing Number \_\_\_\_\_ Bank Account Number \_\_\_\_\_

HOMEOWNER IS REQUIRED TO CALL THEIR FINANCIAL INSTITUTION TO VERIFY THAT ELECTRONIC DEBITS WILL USE THE SAME ACCOUNT NUMBER AND ROUTING TRANSIT NUMBER AS PROVIDED ON HOMEOWNERS CHECK. IF THE FINANCIAL INSTITUTION USES A DIFFERENT ROUTING NUMBER FOR ELECTRONIC TRANSFERS, IT IS THE HOMEOWNER'S RESPONSIBILITY TO PROVIDE THAT INFORMATION ABOVE.

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Homeowner Information

Print Name(s) \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

HOA Account Number: \_\_\_\_\_

Woodmoor Property Address: \_\_\_\_\_

This authorization is to remain in full force and effect until Woodmoor Homeowners Association has received written notification from me (either of us) of its termination in such time and in such manner as to afford Woodmoor Homeowners Association and my bank a reasonable opportunity to act on it.

Signed: \_\_\_\_\_ Date \_\_\_\_\_

Signed: \_\_\_\_\_ Date \_\_\_\_\_

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PLEASE ATTACH VOIDED CHECK HERE AFTER VERIFYING ACCOUNT  
DATA WITH YOUR BANK OR FINANCIAL INSTITUTION