

## ***Direct Payment Authorization Form - Fixed Payments***

**Crown Realty & Management** is pleased to offer you a new service—the Direct Payment Plan. Now you can have your payment deducted automatically from your checking or savings account. You won't even have to change your present banking relationship to take advantage of this service.

### ***The Direct Payment Plan will help you in several ways:***

- It saves time – fewer checks to write and mail.
- Helps pay your bills in a convenient and timely manner – even if you're on vacation or out of town.
- Your payment is always on time—it helps maintain good credit.
- It saves postage – many people spend close to \$100 a year on postage.
- It's easy to sign up for, easy to cancel.
- No late charges.
- Save gas - No more trips to Roswell to pay rent.

### ***Here's how Direct Payment Plan works :***

You authorize regularly scheduled payments to be made from your checking or savings account. Then, just sit back and relax. Your payments will be made automatically on the **first**, or the next business day. Proof of payment will appear on your regular bank statement.

The authority you give to charge your account will remain in effect until you notify us *in writing* to terminate the authorization. If the amount of your payment changes, we will notify you *in writing* at least 10 days before payment date. The Direct Payment Plan is dependable, flexible, convenient and easy.

***The authorization form attached gives our company and our financial institution authority to debit your payments directly from your account. Simply complete the form and return to our office at 1702 Macy Drive, Roswell, GA 30076, in order to take advantage of Direct Payment.***

**To take advantage of this service, complete the attached authorization form and return it to us. All you need to do is:**

1.)	Mark the box before the type of account to indicate whether your payment will be deducted from your checking or savings account.
2.)	Fill in your name, financial institution name and location, and date.
3.)	<b>Attach a voided check</b> for verification of all financial institution information. If you are unable to attach the voided check, please fill in your account number and routing number.

### **NOTE: Be sure to sign the form !**

Your contact person at Crown for this program is Dawn at 770-998-9300 extension 235 or e-mail her at Dawn@CrownGeorgia.com.

**Please complete the information below:**

I authorize **Crown Realty & Management** to initiate electronic debit entries to my:

Checking Account

Savings Account

for payment of my Rental Account for leased property located at \_\_\_\_\_  
Address

I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. Law. This authority will remain in effect until I have cancelled it in writing.

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

\_\_\_\_\_  
NAME OF FINANCIAL INSTITUTION

\_\_\_\_\_  
FINANCIAL INSTITUTION CITY & STATE

**TRANSIT ROUTING NUMBER**

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NOTE: Only 9 digits in Routing Numbers

**ACCOUNT NUMBER INFORMATION**

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

This authorization is to remain in full force and effect until Crown Realty & Management has received *written* notification from me (or either of us on the account) of its termination in such time and in such manner as to afford Crown Realty & Management and depository a reasonable opportunity to act on it.