

Canyon Lake Property Owners Association

Automatic Payment Service (APS) Authorization

Please choose one of the following boxes below

- If this is the first time you are signing up for the APS program on this tract and lot
 - If you are an existing APS user and you are updating your bank information
 - If you are only changing the billing amount, bank information stays the same (no check required)
 - If you would like to discontinue using the APS program
-

Charges being added or modified

- Monthly Assessments
- Horse Board Charges (including special feed)
- Dock Charges
- Annual Golf

All charges are subject to change with the Canyon Lake POA fee schedule.

Tract Number

Lot Number

Name of Member

Mailing Street Address

City

State

Zip

Home Phone

Cell Phone

I hereby authorize Canyon Lake Property Owners Association and my financial institution to automatically deduct all future payments for my assessments and related charges from the checking account listed in accordance with the terms on the reverse and the Association's policy and procedures on "ACH payments by Members." I understand that the Canyon Lake Property Owners Association reserves the right to terminate this authorization and my participation therein. If I choose to terminate this authorization, I will immediately notify Canyon Lake Property Owners Association.

Signature (mandatory and must match the name on the voided check attached below)

Date

Attach Voided Check Here

Canyon Lake Property Owners Association

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The Canyon Lake Property Owners Association offers association members the opportunity to pay their **regular monthly assessments** using automated electronic payments. **This means the members can pay their assessments automatically without writing a check.** This program is available to all members regardless of where they bank.

To enroll in the Canyon Lake Property Owners Automatic Payment Service (APS) Program for your association assessments, just **follow the easy steps** outlined below:

1. Read, complete and sign the APS Authorization Form on the reverse side.
2. Attach a voided check to the authorization form and mail both in an envelope with payment for your current balance (if any) due to the Association to :

Canyon Lake POA
31512 Railroad Canyon Road
Canyon Lake, CA 92587

Authorization **must be received** by the 25th of the current month to activate the automatic payment process for the next billing month.

To qualify for this service, you must have a zero beginning balance for the current period. Therefore, all prior balances must be paid in full and remitted with this authorization. If your account currently reflects a credit or zero balance, simply return this completed authorization form and the association will schedule your automatic withdrawal of the current assessments to become effective when your account reflects a balance due. If any past due Assessment related charges are outstanding they will be taken out with the next payment.

The Canyon Lake Property Owners Association offers a **\$5.00 discount** on the monthly installment fee for those members who choose to utilize the APS Program. The monthly installment fee is currently \$10.00, so if you choose the APS program the monthly installment fee will be reduced to \$5.00.

Funds from your bank will normally be withdrawn on the 1st day of the month. In the event the 1st occurs on a weekend or holiday, the funds will be withdrawn on the first business day immediately following the 1st.

In order to **terminate** APS, your written notification must be received by the CLPOA prior to the 25th of the month, or the association will continue to process your account.

Returned check fees and **late charges** will apply if an automatic payment is returned to the CLPOA.

If you **change banks** (or account numbers within the same bank), you will need to complete a new authorization form, it is your responsibility to notify the Association before the 25th of the month, as returned check fees and late charges will apply if your current bank account becomes unavailable.

If you own **more than one property**, please complete an authorization form for each property.

If you have any **questions** about how to complete the authorization form, please **call (951) 244-6841 ext 230**.