

CMS Company

CONDOMINIUM MANAGEMENT SERVICES

RE: AUTO CASH PROGRAM

If you are interested in the Auto Cash Program; direct debit of your monthly assessment, the following steps need to be completed in order for you to begin:

- **Please complete the BOLDED sections of the attached agreement form and return to CMS along with a voided check.** Please be sure to indicate the month you would like to begin the program.
- According to banking regulations, the first month's billing in any direct debit program is referred to as a "pre-note," which confirms the information that you provided to the Association when signing up for the program and no money is deducted at this time. **During the first month "pre-note" billing period, you will still need to pay your monthly assessment via our traditional means (i.e. mail a paper check to our office) and no amount will be directly debited from your account.**
- Each month your assessment payment will be deducted on the 16th of each month. If the 16th falls on a weekend or Holiday the deduction will occur on the next business day.
- We will need to have your completed form and voided check in our office by the 10th of the month in which you would like to begin in order for us to enter your information into the system. If your information is received after the 10th, we will set up your account to start the following month.

Please call me if you have any questions regarding the Auto Cash Program.

Sincerely,

Sean Doherty