

PROPERTY SERVICES GROUP :: P.O. BOX 986 :: PLAINFIELD, IN 46168 (317) 837-9860

Many homeowners are taking advantage of ACH AUTOMATIC PAYMENT for monthly maintenance fees. Your maintenance fee can be debited from your account on a specific date. You can enroll in the program by following the steps below.

1. Fill out the simple ACH application form
2. Pick the date you want your account debited (1st or 10th)
3. Mail the completed application along with a voided check to the management office. You may also write your Routing and Account #'s below.
4. You may also sign up by emailing info@psgcondos.com or calling the management office at (317)837-9860 with your account information and your withdraw date(1st or 10th)
5. If you have a balance on your account you will need to pay it before we can sign you up. You may authorize us to process any balance due. Call the office if you are not sure what you owe.

ACH Automatic Payment Application

Name:

Address:

Phone #

Routing # _____

Account# _____

I agree to allow Property Services Group to withdraw \$_____ in maintenance fees on:

___ 1st of each month

OR

___ 10th of each month

ACH Starting Date: _____

Signature:

Today's Date: