



Serving Georgia and Tennessee www.cmacommunities.com • Phone: 800.522.6314 • Fax: 866.737.5318

PERIODIC ASSOCIATION FEE AUTOMATIC DEDUCTION INFORMATION FORM

Community Management Associates is pleased to offer a banking package for the direct deduction of Association fee payments from individual owner accounts. This will allow owners to pay their association fees through the means of automatic draft, in much the same way that many mortgage and loan payments are currently processed. Simply complete the form below and take one more payment off your mind.

The following gives some general information regarding the fee deduction system:

1. Auto-debits are available to Associations which have a monthly or quarterly payment plan.
2. Community Management Associates will add your account onto the payment list for as long as you wish to continue this method of payment.
3. Please note: your payment will begin with the next deduction date. If your form is received after the 5<sup>th</sup> day but before the last day of the current month, your deduction will begin the 5<sup>th</sup> day of the following month. If you want to inquire about the start of your deduction, please contact the CMA Accounting Department.
4. Homeowners can terminate an auto-debit by giving written notice at least 10 business days before the next scheduled draft.
5. Declined Payments:
  - a. Insufficient Funds: Only one attempt will be made to deduct a payment. A \$32.00 fee will be charged to your CMA association account for this decline. Late fees will be assessed after the first decline.
  - b. Closed Accounts: If CMA does not receive prior notification of a closed account and payment is declined, \$32.00 will be charged to your CMA Association fee account.

Please remit this to CMA:

Mail to: Community Management Associates  
1465 Northside Drive NW, Suite 128  
Atlanta, Georgia 30318-4220

mailroom@cmacommunities.com  
or  
Fax to: (866) 737-5318

**Community Management Associates, Inc.  
Periodic Association Fee Deduction Authorization Form**

I hereby authorize Mutual of Omaha Bank as the banking representative for my homeowners Association to debit my checking account for the amount of my periodic Association fees. This process will be done on the 8<sup>th</sup> day of each new period. I understand that changes in my Association fees will be adjusted automatically for future payments.

In order to begin the process, please complete the following information:

Your Name(s) as listed on your bank account: \_\_\_\_\_

Your Bank Name and Branch: \_\_\_\_\_

Your Bank ABA Routing Number: \_\_\_\_\_  
(Nine-digit number located between the colons on the bottom left of your check.)

Your Bank Account Number: \_\_\_\_\_

Name on Your HOA Account: \_\_\_\_\_

Your HOA Account Number: \_\_\_\_\_ Association Name: \_\_\_\_\_

Start Date \_\_\_\_\_

Signature: \_\_\_\_\_

Many banks have been a part of corporate mergers in recent years. In order to insure accurate transfer information,  
**Please attach a voided, blank check to this form.**