New Concepts Management Group, Inc.

ACH (Automatic Clearing House) Payment Instructions

Enclosed is the ACH sign-up form for automatic withdrawal of your monthly association payment directly from your checking or savings account. Please note:

- 1. New Concepts is only authorized to withdraw the amount of your regular monthly payment from your account. Any charges to your account other than the regular monthly payment must be submitted separately. This can be done by mailing in or dropping off the payment to New Concepts Management Group, Inc., 5707 Excelsior Blvd., St. Louis Park, MN 55416. When making these payments, please be sure that your check or money order is made out to your association and that your association account number is indicated. An alternate option would be to contact the Accounting Dept. at 952-922-2500 or accounting@ncmgi.com and request the additional charges be withdrawn with your next scheduled withdrawal.
- 2. If you are enrolled in ACH, you will still receive a monthly statement. The statement will list any charges that are posted to your account for the next month, as well as any charges that are still outstanding.
- 3. At the fiscal year, if there is a change in amount to the regular monthly assessment your ACH will automatically be adjusted.
- 4. Should you want to stop the ACH withdrawal or if you sell your home, New Concepts must receive notice in writing to request your ACH be cancelled. To stop ACH, notify the Accounting Dept. at 952-922-2500 to request a cancellation form or send your request in writing to New Concepts. You can also email your request for cancellation to accounting@ncmgi.com. Please be sure to indicate your association account number, your name, and the date you want withdrawals to stop. Your request to cancel your ACH must be received in New Concept's office no later than 5 business days before the scheduled withdrawal date to have time to process the cancellation.
- 5. Any change to your ACH (cancellation, amount, account change) <u>must</u> be received in New Concept's office no later than 5 business days before the scheduled withdrawal date to have time to process the change.
- 6. Three consecutive NSF payments will result in the cancellation of your ACH.
- 7. Placing a Stop Payment on your ACH will result in the cancellation of your ACH.

Please complete the enclosed ACH form to sign up for automatic withdrawal of your monthly association payment from your checking or savings account. Be sure to indicate the month you would like withdrawals to start, and attach a voided check to the form as well. Once the form is received and processed by New Concepts, a confirmation letter will be mailed to you indicating the start of ACH on your account. If you have any questions, please call the Accounting Dept. at 952-922-2500.

Thank you! New Concepts Management Accounting

AUTHORIZATION FOR DIRECT PAYMENT

Lake Park Townhouses Association, Inc.

initiate entries to my che (Enter Month Here)	ecking or savings ac 15 TH o cancel it. I can st	oup, Inc. and the financial account. The first direct parties authorization will represent of any entry languaged.	ayment will emain in ef	take place on fect until I	
The withdrawal will be Sunday the withdrawa		of each month. If the 15 xt business day.	th falls on a	Saturday or	
Name-Please Print	int Date			Signature	
Unit Address-please pri	nt Ci	ty, State and Zip Code	Telephone Number		
Mailing Address-if diffe	erent than Unit Add	ress - Please update my	mailing addre	ess to this address	
Name of My Bank/Fina			Bank Branch		
Routing Number: Bank Account Number P	lease Attach a	a Voided Check H DEPOSIT SLIP	Checking: Savings: ere:		
Please return to:	5707 Ex St. Loui Fax:	ots Management Group, In xcelsior Boulevard is Park, MN 55416 : 952-922-5400 hting@ncmgi.com	nc.		
Office Use Only:					
Date Received:	Confirmatio	on:			
Account #: <u>144</u> -	Amount:	Processed:			