



# 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 at 952-922-2500 or [accounting@ncmgi.com](mailto:accounting@ncmgi.com) and request the additional charges be withdrawn with your next scheduled withdrawal.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](mailto: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) 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 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