

Auto pay is available to Vintage Reserve homeowners. **Please return this form to PCMS, 7208 S. Tucson Way, #125, Centennial, CO 80112 by the 25<sup>th</sup> of the month prior to your payment due date.** Please, do not forget to include a voided check. This form can be returned via email [accounting@pcms.net](mailto:accounting@pcms.net), via fax 303-224-0007 or via regular mail. **Only current charges can be paid with auto pay, if you have a past due balance, you must include payment for that amount with this form.** If you have any questions, please call Marilouise at 303-224-0004, ext 308.

**Vintage Reserve Homeowners Association  
Authorization for Automatic Payment of Monthly Homeowners Assessments**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

VR Account #: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
(PCMS will complete)

I authorize PCMS as Agent for Vintage Reserve Homeowners Association to instruct my banking institution to make current assessment payments from the account listed below. I understand this authorization may be revoked at any time by notifying PCMS in writing.

Financial Institution: \_\_\_\_\_

Routing Number: \_\_\_\_\_

Account #: \_\_\_\_\_

Account Type: \_\_\_\_ Checking or \_\_\_\_ Savings

**\*\*\*\*\*Attach a voided check here.\*\*\*\*\***

- Auto pay debits are taken out of your account on or around the 5<sup>th</sup> of each month a payment is due.
- Auto pays returned for insufficient funds and closed accounts will incur a \$31.00 service charge and auto pay privileges will be revoked.
- All changes to auto pay must be requested in writing and must be received by PCMS no later than the 25<sup>th</sup> of the month prior to your next payment due date.
- Please keep a copy of this form for your records.

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