

# Chambers Management Direct Debit Form

Sign up to automatically pay your Condo/ HOA payment from your checking or savings account at any U.S. financial institution. If you have any questions, please contact Chambers Management at 301-680-0700 or email us at [admin@chambersmanagementinc.com](mailto:admin@chambersmanagementinc.com)

**To enroll by U.S. Mail or E-mail** – [Complete the authorization form and attach a voided check.](#)

Mail form to: 12051 Tech Road Suite B Silver Spring, MD 20904

Email form to: [mlindsey@chambersmanagementinc.com](mailto:mlindsey@chambersmanagementinc.com)

<u>Homeowner Information:</u>	<b>Dues are paid:</b>	<b>Draft Date</b>
Homeowner Unit Number: _____	Monthly <input type="checkbox"/>	The 1 <sup>st</sup> of the Month
Property Owner Name(s): _____	Quarterly <input type="checkbox"/>	January, April, July, October 1st
Bank Account Owner Name(s): _____	Semi Annual <input type="checkbox"/>	January 1 <sup>st</sup> & July 1st
Email Address: _____	Annual <input type="checkbox"/>	January 1st
Phone Number: _____		
Mailing Address: _____		
City: _____ State: _____ Zip: _____		

<b>Banking Information:</b> New <input type="checkbox"/> Change <input type="checkbox"/> Cancel <input type="checkbox"/>		
Name of Financial Institution: _____		Bank Account Type: ___ Checking ___ Savings
Bank Routing Number: _____	Bank Account Number: _____	
Direct Debit Start Date: ___/___/_____		
I authorize Chambers Management to initiate entries from my checking/ savings account. This authority will remain in effect until I notify you in writing to cancel it in such time as to afford the company a reasonable opportunity to act on it.		
Authorized Signature(s) _____		Date _____

## Important Information:

- By returning the Direct Debit form, you will authorize Chambers Management to collect your payments automatically, saving you time and money.
- Association payments are drafted on the 1st. If your date falls on a weekend, the payment will be drafted on the next business day.
- Direct Debit forms must be received by 15th of the current month in order to be in effect for the next scheduled payment.
- Payments can only be drafted from a U.S Bank or Credit Union.
- If the assessment amount increases or decreases, the new amount will be updated automatically.
- There is a onetime initial \$10 setup fee. Please mail a check to our office, made payable to Chambers Management.
- If your ACH is returned, your account will be removed from the ACH list. If you'd like to continue with ACH, you must resubmit an ACH Form and will be charged a \$10 fee.