



Authorization for Direct Payment via ACH (ACH Debit) by Key Community Management

Direct Payment via ACH is the transfer of funds from a consumer account for the purpose of making a payment. Assessments can only be drafted this way if you have a zero balance. Please allow 15 days for your request to be implemented. This is a complimentary service we offer our clients.

Community _____
 Name _____
 Property Street Address _____
 Phone _____
 Email _____

Amount of debit(s) equals the assessment amount for the association of which I am a member. The debit will be processed on each established due date. This debit will include regular and special assessments. If the assessment increases or decreases for following years the debit will adjust to the new amount.

Homeowners are responsible for canceling any recurring payments, online bill pay, etc. that they have scheduled.

I (we) understand this authorization will remain in full force and effect until I (we) notify Key Community Management in writing at clientrelations@keycmi.com or 1201 Stallings Road, Matthews, NC 28104, that I (we) wish to revoke this authorization. I (we) understand that Key Community Management requires at least 30 days prior notice in order to cancel this authorization.²

Name(s) (please print) _____
 Signature (s) _____
 Date _____

A copy of a voided check must accompany this completed form.

Submit your form and voided check by emailing clientrelations@keycmi.com or mailing to our office at Key Community Management, 1201 Stallings Road, Matthews, NC 28104. You may email our office or call at 704-321-1556 with any questions.

You will receive confirmation of your ACH draft enrollment within 5 business days of receipt. Please note that your account is not considered enrolled in ACH draft until you receive this confirmation.

Thank you,
Key Community Management, Inc.

1 The NACHA Operating Rules do not require the consumer’s express authorization to initiate Reversing Entries to correct erroneous transactions. However, Originators should consider obtaining express authorization of debits or credits to correct errors.

2 Written debit authorizations must provide that the Receiver may revoke the authorization only by notifying the Originator in the time and manner stated in the authorization. The reference to notification should be filled with a statement of the time and manner that notification must be given in order to provide company a reasonable opportunity to act on it (e.g., “In writing by mail to 100 Main Street, Anytown, NY that is received at least three (3) days prior to the proposed effective date of the termination of authorization”).