

## **DIRECT DEBIT PAYMENT PROGRAM**

EJF Real Estate Services offers a direct debit program for the payment of your monthly fees. If you choose to participate in the program, your fees will be automatically deducted from your checking or savings account on or about the first business day of every month. The program is completely voluntary and is provided at no cost to you.

Some benefits include:

- Eliminates the need for check writing
- Eliminates postage expense
- Avoids late charges
- Eliminates check writing fee charged by your bank

If you would like to participate, please complete the sign-up sheet and return the original to EJF along with a copy of a check marked "void" from the account from which the funds will be debited. Once the forms have been submitted it will take about two weeks to activate the direct debit of your account. Feel free to contact EJF to check on the status of activation of the direct debit of your account.

If you have any questions about this program or anything pertaining to your account, please contact the property manager assigned to the property.

**AUTHORIZATION AGREEMENT FOR AUTOMATED  
CLEARING HOUSE (ACH) DEBITS**

**Start date** \_\_\_\_\_

I (WE) hereby authorize **EJF Real Estate Services, Inc.** to initiate debit entries and/or correction entries to our Checking or Savings account indicated below at the depository named below, (herein after called **DEPOSITORY**), to credit the same such account. I (we) acknowledge that the origination of the ACH transactions to my (our) account must comply with the provisions of U.S. law.

\_\_\_\_\_  
**BANK NAME**

\_\_\_\_\_  
**CITY/STATE**

\_\_\_\_\_  
**ACCOUNT NUMBER**

\_\_\_\_\_  
**BANK TRANSIT/ABA NUMBER\***

*\*ABA number is the first nine digits on the bottom of your check just prior to your account number*

This authorization is to remain in full force until EJF has received written notification from me (or either of us) of its termination in such time and in such manner as to afford EJF and DEPOSITORY reasonable opportunity to act upon it.

\_\_\_\_\_  
**NAME(S)**

\_\_\_\_\_  
**PROPERTY ADDRESS WITH UNIT#**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**PHONE NUMBER**

\_\_\_\_\_  
**E-MAIL ADDRESS**

Please attach a copy of a voided check to this form

**RETURN ORIGINAL TO:**

EJF Real Estate Services

1428 U Street, NW

2<sup>nd</sup> Floor

Washington, DC 20009