



Dear Homeowner:

For your convenience Vertex Professional Group has the ability to provide you with Automatic Direct Payment for your association dues. This will electronically withdrawal from your bank account your assessment fees on the first of each month.

If you are interested please fill out the following form completely and mail it back to:

Vertex Professional Group
6616 Dixie Hwy. Suite 2
Florence, KY 41042

Below is a brief description of each blank to help clarify any questions.

Financial Institution: Your bank name.

Transit # or Routing #: This is found on the bottom of your check, this is the first set of numbers on the left.

Checking account #: The account number from which you want your fees withdrawn. This is found on the bottom of your check, the second set of numbers from the left.

Amount: The amount of your monthly assessment fee.

Name: Your name.

Community Name: The name of your Association.

Unit number or address: Self-explanatory

Thank you for taking advantage of this service.

If you have any questions please contact your community account manager or our Billing and Accounting department at 859-491-5711

Respectfully,

Vertex Professional Group

6616 Dixie Hwy. Suite 2
Florence, KY 41042
(859) 491-5711
www.vertexpg.com





NOTE: This page contains information concerning Automatic Direct Payment. Please fill out and return.

PRE-AUTHORIZED PAYMENT AUTHORIZATION AGREEMENT

I here by authorize Vertex Professional Group on behalf of my Homeowners Association to initiate electronic debit entries, and, if necessary, credit entries to reverse erroneous debit entries to my account(s) at:

Financial Institution: _____

Transit or Routing #: _____

Checking Account Number: _____

Amount: _____

PLEASE ALSO PROVIDE A VOIDED CHECK FOR PROCESSING

This authority shall remain in full force and effect until Vertex Professional Group has a reasonable opportunity to act upon any termination request.

Name: _____

Community Name: _____

Unit Number or address: _____

Signature: _____ DATE: _____

**PLEASE MAIL THIS PAGE BACK TO: Vertex Professional Group
6616 Dixie Hwy, Suite 2
Florence, KY 41042**

ALL INFORMATION IS CONFIDENTIAL