



Dear Resident:

Thank you for your interest in the AUM Direct Debit Program. Please complete the attached form and mail it to the following address:

AUM
PO Box 4957
Oak Brook, IL 60522-4957.

(Please do not send any payments to this address as it is for correspondence only)

A letter of acceptance will be mailed once your debit service is established. Please continue to mail your payments until your monthly AUM account statement indicates that your payment will be collected via direct debit.

If you have any further questions about your account, please contact our Customer Service Department between the hours of 8:00am and 7:00pm (Central Standard Time) Monday through Friday at (866) 520-1245 or via fax at (888) 493-9454.

Sincerely,

AUM Customer Service



AUTOMATIC WITHDRAWAL AUTHORIZATION FORM

I _____(Resident) hereby authorize AUM to initiate debit entries to my checking account for payment of monthly utility bill, on my behalf, to the account number and financial institution named below. I also authorize and direct the financial institution named below to debit those entries from my account. This authority is to remain in effect until AUM receives written notification from me of its termination in a manner that affords the financial institution named below a reasonable opportunity to discontinue the debit. This agreement is made and entered into as of _____(Date) by and between Resident and AUM.

The authority is intended to allow AUM to collect utility payments electronically directly from my account for _____(AUM Account Number) at _____(Property) for _____(Unit Number). The amount of the recurring monthly debit will change as necessary to make the required utility payments.

AUM will continue to issue and mail monthly utility statements. I acknowledge that once AUM has established the direct debit service, the bill amount will be deducted from my account on or about the 20th of the month or the next business day. In order to process this application, AUM will verify the account information provided. In some instances, your bank may notify you of this.

FINANCIAL INSTITUTION INFORMATION

Financial Institution: _____
Address: _____
City: State: Zip: _____
Phone Number: _____ Contact: _____
Account Type: **Checking**
Account Number: _____ Routing Number: _____

**To be completed by resident
(All fields required)**

To be completed by AUM

Name (please print)

Date Entered

Signature

Entered By (please print)

Date

Signature

Day Time Phone Number

Please provide a voided check with this application.

This authorization is subject to the terms and conditions on the reverse side of this Agreement.



Recurring Automatic Payment Authorization Terms and Conditions

Authorization – By signing the reverse side of this agreement, I hereby authorize American Utility Management (AUM), and its successors and assigns, to initiate transfers from my account at the financial institution designated by me (the “bank”) for making my monthly utility payments on the payment date stated on the reserve side (“automatic payment date”). I authorize the amount of each automatic payment to include my billed payment amount (“automatic payment”) plus additional funds, if indicated on the utility bill, and any outstanding fees and late charges. If my automatic payment date falls on a weekend or holiday, the Bank may make the automatic payment on either the (i) last business day prior to the automatic payment date or (ii) the first business day after the automatic payment date.

Non-Automatic Payments – If I make a non-automatic payment (for example, I send in a check or make a payment to a property manager or utility) this will not preclude the bank from debiting my account on the payment date.

Change in Payment Amount – I understand that, in accordance with the terms of my lease or any addendum to my lease, my bank account agreement, my utility bill or account or any other document signed or authorized by me, my payment amount may change from month to month.

Effective Date of Automatic Payment – Automatic payments will occur on the scheduled automatic payment date, unless otherwise indicated above, or as agreed to in writing by the bank. I will be sent a monthly statement by AUM that will act as my monthly notification of the automatic payment.

Canceling Automatic Payments – I can cancel any automatic payment or all automatic payments by contacting AUM and provide them with written notice of my cancellation. If possible, I will contact AUM at least (10) business days before the scheduled automatic payment date, but realize there is no guarantee that the current month’s payment will not be deducted from my account.

Returned Automatic Payments – If my automatic payment is returned or rejected for any reason, including insufficient funds, then AUM will assess a fee for each automatic payment attempt, if permitted by applicable law, according to AUM’s fee schedule then in effect. I also understand that it is my obligation without notice from AUM to make the required payment. AUM may, but is not required to by law, course of dealing or otherwise, attempt the automatic payment up to two (2) times before deeming my payment unpaid. If my automatic payment is returned on two (2) or more attempts, AUM may cancel automatic payment by giving me written notice.

Automatic Payment Errors – I will immediately contact AUM of any automatic payment error (for example, the wrong amount or wrong account).

Change in Automatic Payment Account – I will notify AUM of any change with my designated bank account, including a change in my designated financial institution. If I fail to notify AUM, I will take all actions needed to correct any error that may occur and agree to defend and hold AUM harmless from any liability or loss, including its reasonable attorney fees, associated with the error.

Confidentiality – I acknowledge that AUM does not need to disclose information to third parties about my account or the automatic payments unless requested by you or your bank. I also authorize AUM to provide information to the bank about my account when it is necessary for the completion, set-up or processing of the automatic payments, and to disclose information in response to any court orders or subpoena.

Governing Law – These terms and conditions shall be governed by and interpreted in accordance with the laws of the state of Illinois. Any arbitration provision or waiver provision governing my bank account or my utility account, shall also apply to this authorization.