

William Douglas Management Company

Assessment Payment Options

Payment – Mail Option One:

Payment coupons will be mailed to you shortly. In the interim please mail your dues payment, made payable to:

(Your Association Name)
c/o William Douglas Management, Inc.
PO Box 1208
Commerce, GA 30529

Payment – Autodraft Option Two:

We are enclosing a form for auto-draft for your convenience. We highly recommend auto-draft as a way to eliminate the need to write a check each month and to minimize costs for the Association. Funds for Homeowners on auto-draft are drafted from your bank account on the 10th of each month.

Payment – e-Check Option Three:

An e-Check is an electronic transfer of funds in which the money is taken from a bank account, typically a checking account. You will need the account's routing number and account number to draw from the account. An e-Check can be generated by going to our website www.wmdouglas.com and selecting "Homeowner Login" and following the instructions to register your account so you can login and make a payment.

Payment – Credit Card Option Four:

Credit Card payments can be generated by going to our website www.wmdouglas.com and selecting "Homeowner Login" and following the instructions to register your account so you can login and make a payment.

Payment – Office Locations Option Five:

Charlotte Office: Our office is located at 4523 Park Road, Suite 201A, Charlotte. For after regular business hours we have a drop box at our front door.

Columbia Office: Our office is located at 810 Dutch Square Blvd, Suite 212, Columbia. (The Dutch Center Office Building) For after regular business hours we have a drop box at the rear of our office building labeled William Douglas.

Myrtle Beach Office: Our office is located at 1110 London St., Suite 102, Myrtle Beach.

Raleigh Office: Our office is located at 3716 National Dr., Suite 118, Raleigh

* Please be aware in order to more efficiently handle your assessment checks, your association has elected to use a check scanner to process your checks in the office. This will turn your paper check into an electronic check transaction. You will not receive your paper check back in your statement. The payment will be reflected as an electronic transaction on your banking statement and can clear as soon as the same day we receive your payment.

Please always include your payment coupon so that we can properly credit your account. Please note we do not accept cash at any of our offices. All dues payments must be in the form of personal check, money order, etc.

- Remember to make all checks payable to your homeowner's association and include your homeowner account number on the check.

- When mailing your check to insure proper account credit remember to always include your Payment coupon.



William Douglas
PROPERTY MANAGEMENT CO.

Authorization Agreement for Automatic Draft

Funds for your HOA dues are drafted on the 10th of each month, excepting holidays and weekends. This date cannot be changed for individual homeowners. In the event the regular HOA dues change to a different amount, the amount drafted will automatically adjust to the new regular assessment amount.

By signing this form, you agree to give William Douglas permission to initiate drafts from your account on a monthly basis for your regular dues only, and that funds will be available at the time of drafting to cover the dues amount. If the draft comes back as Non-Sufficient funds by your financial institution, you agree to make up the payment by another payment method such as a check, money order, or electronically through www.wmdouglas.com, and will be assessed a \$20 NSF fee for the returned payment. The draft will continue until you submit a written request to terminate the draft. Cancellations must be received no later than 10 full days prior to the drafting date. **This agreement is non-negotiable and non-transferrable.**

For your form to be processed, you must attach a voided check to this form. Any forms unsigned or submitted without a voided check will be returned to the owner for resubmission.

staple voided check here

This form must be received by the corporate office no later than the 25th of the month prior to the month you elect the draft to start or it will be processed for the following month. Back dues for the missed month will not be drafted. Automatic draft will only debit the current month's HOA dues and not any other assessments or balances owed on the account, such as a special assessment.

Month to start draft (Circle One): Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Name of Association _____

Name(s) _____

Property Address _____

Phone Number _____

Signature _____ Date: _____

Please mail your authorization with an original VOIDED CHECK to:

William Douglas Management
PO Box 37109
Charlotte, NC 28237-7109