

Portola Country Club Homeowners Association
42500 Portola Avenue
Palm Desert, CA 92260

Dear Homeowner:

Portola Country Club Homeowners Association is pleased to offer Automatic Electronic Funds Transfer, a free service, which is an easier way for you to make your monthly assessment payment! This new program allows you to pay your assessment on the 5th day of each month by having the money deducted directly from your checking account at no charge to you. Not only does this save you the cost of mailing your payment every month, it also guarantees that your payment will be received on time.

If this program is of interest to you, please complete and return the attached Automatic Electronic Funds Transfer Authorization form with your next payment or to the address below. In order to take effect for your next assessment, the completed form including a voided check (deposit slips will not work) must be received in our office no later than the 15th of the previous month.

If you should have any questions or need additional information, please do not hesitate to contact our office at (760) 346-5481.

Sincerely,

Phyllis Harkins, CCAM-LS, CACM-LS, CAMEx, CMCA, AMS
General Manager
Portola Country Club Homeowners Association
Board of Directors

PORTOLA COUNTRY CLUB OWNERS ASSOCIATION
ELECTRONIC TRANSFER OF FUNDS AUTHORIZATION

**To enroll in the ELECTRONIC FUND TRANSFER (EFT) PLAN,
please complete, sign, attach a voided check and return this form to:**

**The Management Trust
Post Office Box 13710
Palm Desert, California 92255-3710**

THE BANK MUST OPERATE WITHIN THE UNITED STATES FEDERAL RESERVE BANKING SYSTEM

Enter the Exact Name(s) on your Bank Account from which you wish the payments to be deducted

Name of Bank & Branch where the Account is Held

Address of the Bank Branch - including ZIP Code

Your Portola C.C. Property Address

Your Telephone Number (daytime contact number)

HOA Account Number

I/We understand and agree that payments will be deducted from my above indicated bank account **ON OR ABOUT, BUT NO EARLIER THAN, THE 5th DAY OF EACH MONTH** (note if your homeowners association collects assessments other than monthly, the payments will be deducted on or about the 5th day of the first month of the assessment cycle). I/We authorize the above named homeowners association and its designated agent, The Management Trust, to charge my/our above bank account indicated above for any and all assessments adopted by the above named homeowners association on the due date as adopted by the Board of Directors. My homeowners association and its designated agent, The Management Trust, may continue to charge the above account until the Association receives my/our written notice of cancellation.

NOTICE TO ACCOUNT OWNER: The bank, the above named homeowners association and its designated agent, The Management Trust, reserves the right to terminate this automatic payment option at any time. Signatures of all owners of the deposit account are required on this authorization.

Signature

Date

Signature

Date

In order to process your request, a VOIDED CHECK must be attached to this form.

(A deposit slip is insufficient)

To be effective on the 5th of the month, this form and your voided check must be received by the last day of the preceding month.