

**AUTO DEBIT
CHANGE FORM**
Condominium Associates

**USE THIS FORM TO CHANGE THE AUTO
DEBIT FOR YOUR ASSOCIATION FEES**

How do I let you know if I need to make a change to my auto debit?

Step 1 Fill in the required information below and return this form to:

**Condominium Associates/or Town Shores of
Gulfport**
Attn: djesse@condominiumassociates.com
3210 56th St S Gulfport, FL 33707
Fax: (727) 347-2438

How do I confirm that you received these instructions?

Step 1 Please let us know how you would like to be notified:

Email me at: _____

What other information do I need to know?

- Item 1 The completed form must be received by the 25th of the month prior to the payment due date in order for the ACH to be changed for the next regularly scheduled payment. If the 25th falls on a holiday or weekend, the form must be received by the last business day prior to the 25th.
- Item 2 A separate change form must be completed for each property/unit payment obligation.
- Item 3 Attach a copy of a voided check or savings account deposit slip for the new account.
- Item 4 If your ACH is rejected or returned you will be notified and your account may incur late fees.
- Item 5 New financial agency must be within the U.S. territorial jurisdiction.

PLEASE COMPLETE INFORMATION BELOW TO CHANGE YOUR AUTO DEBIT

Association Name: _____ **Unit/Account:** _____
Month Change is to be Effective: _____ **Payment Amount:** _____
Name: _____ **Phone:** _____
Street Address: _____ **City:** _____ **State:** _____ **ZIP:** _____

CHANGE FROM:	CHANGE TO:
Account Type: _____ Checking or Savings	Account Type: _____ Checking or Savings
Bank Routing number: _____	Bank Routing number: _____
Account Number: _____	Account Number: _____

Date Signature of Authorized Signer on Bank Account That is Debited

Date Signature of Authorized Signer on Bank Account That is Debited

Return this form to: CONDOMINIUM ASSOCIATES, 3001 EXECUTIVE DRIVE, SUITE 260, CLEARWATER, FL 33762
Fax this form to: (727) 573-8549
Email this form to: AR@condominiumassociates.com

QUESTIONS? Call us at 727-573-9300 or email AR@condominiumassociates.com