

Avalon Management  
31608 Railroad Canyon Road  
Canyon Lake, Ca. 92587  
Phone: (951) 244-0048 Fax: (951) 244-0520

### How to use Auto-Debit to make payments

Avalon Management offers automatic withdrawal from your checking account for you to make your homeowner association assessment payments.

The easiest way to do this is online, simply go to [www.AvalonLogin.com](http://www.AvalonLogin.com), click Log On (in the middle left of the page) to bring you to your private web portal. In the upper right click on Login and enter your email and password. If you do not remember your password but have an email on file with the Association, just click "Forgot Password", you will be emailed a password reset.

Once logged on, simply click "Payments", then "Make a Payment", then "Autodraft".

If you would like to use sign up by mail, please fill out and sign the enclosed Authorization Agreement and return it with a voided check (we are not able to use deposit slips.)

We process automatic withdrawal requests on the 25th of each month. If we receive the completed form and the information is verified by your bank it will take effect the following month. Your bank account will be debited around the 7th of each month until you notify us in writing to stop. This service applies to your assessments, outstanding balances and special assessments.

If you need to change your banking information at a later date, please submit the new information to us in writing prior to the 1st of the month it is to take effect.

Please contact our office if you have an outstanding balance. Your account must have a zero balance before auto-debit can begin. You can submit an authorization in writing to have any outstanding balances debited with your first auto-debit.

Until the completed forms are returned to us and the information is verified, please continue to make your payments by check. You will receive a confirmation letter notifying you of when the automatic withdrawal will begin. You may mail your check to the address at the top of this page.

If you have any questions, please give us a call at (951) 746-5410 or e-mail us at [ar@avalonweb.com](mailto:ar@avalonweb.com)

Here is an example of how to find your checking account and routing numbers:

The diagram shows a check with the following fields and numbers:

- YOUR NAME: 678 Main Street, Anywhere, MI 12345
- DATE: \_\_\_\_\_
- PAY TO THE ORDER OF: \_\_\_\_\_
- \$ \_\_\_\_\_
- \_\_\_\_\_ DOLLARS
- Routing Number: 1:999888 777
- Account Number: 1:00 1234 56 789
- Check Number: 1: 123

Authorization Agreement for Preauthorized Payments

I (we) hereby authorize the Association to initiate debit entries to my (our) checking account for the monthly assessment payments, outstanding balances, and special assessments. Indicated below is my (our) bank and bank account number to which said debit entries should be applied.

=====  
Bank Account Information:

Bank Name \_\_\_\_\_ Phone: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Account Holder(s) Name \_\_\_\_\_

Bank Routing Number \_\_\_\_\_ Bank Account Number \_\_\_\_\_

HOMEOWNER IS REQUIRED TO CALL THEIR FINANCIAL INSTITUTION TO VERIFY THAT ELECTRONIC DEBITS WILL USE THE SAME ACCOUNT NUMBER AND ROUTING TRANSIT NUMBER AS PROVIDED ON HOMEOWNERS CHECK. IF THE FINANCIAL INSTITUTION USES A DIFFERENT ROUTING NUMBER FOR ELECTRONIC TRANSFERS, IT IS THE HOMEOWNER'S RESPONSIBILITY TO PROVIDE THAT INFORMATION ABOVE.

=====  
Homeowner Information:

Print Name(s) \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

HOA Name: \_\_\_\_\_ HOA Account #: \_\_\_\_\_

Your Property Address with city and zip code: \_\_\_\_\_

This authorization is to remain in full force and effect until the Association has received written notification from me (either of us) of its termination in such time and in such manner as to afford the Association and my bank a reasonable opportunity to act on it.

Signed: \_\_\_\_\_ Date \_\_\_\_\_

Signed: \_\_\_\_\_ Date \_\_\_\_\_

=====

**PLEASE ATTACH VOIDED CHECK HERE AFTER VERIFYING ACCOUNT DATA WITH YOUR BANK OR FINANCIAL INSTITUTION**