

## **What do I have to do?**

All you have to do is make sure there are sufficient funds in your bank account by the 10th of each month.

## **Is it safe?**

Absolutely. You maintain complete control of payment authorization. Your regular bank statement will show the exact amount deducted each month.

## **How do I change bank information and still continue automatic payments?**

Submit this form selecting Change along with a new voided check or savings deposit slip. Changes must be received by the 20th of the month prior to the effective date.

## **How do I cancel this service?**

Submit your request in writing to the above address or use this form selecting Delete. Cancellations must be received by the 20th of the month prior to the effective date.

## **Who do I call if I have any questions about the Automatic Payment Program?**

You can reach Touchstone Properties Ltd. at 566-4100

## **Touchstone Properties Ltd.**

Dole Office Building

680 Iwilei Road, Suite 777

Honolulu, Hawaii 96817



## **Automatic Payment Program**

*We believe service still matters.*

## Automatic Payment Program

Provided by Touchstone Properties Ltd.

### What is the Automatic Payment Program?

It is a free service provided by Touchstone Properties Ltd. where current monthly dues are deducted from your checking or savings account as an ACH debit .....automatically. Automatic payments are only accepted from United States banks, savings & loans, or credit unions.

### What are the benefits?

The Automatic Payment Program is the most convenient way to make your monthly payments. It is a service that saves time and it means you can avoid:

- ◇ setting reminders to pay
- ◇ writing checks
- ◇ postage
- ◇ mail delays
- ◇ and late fees!



### When will the automatic payment start?

If we receive your authorization form prior to the 20th of the month, we will start your automatic payments the following month. You will receive a confirmation letter from Touchstone Properties Ltd. The monthly debits will then occur on or after the 10th of each month. We will never debit your account prior to the 10th of each month.

### Sign up Instructions

Fill out the Authorization Form to the right, attach a voided check or deposit slip, and mail to:

Touchstone Properties Ltd.

Dole Office Building

Suite 777

680 Iwilei Road

Honolulu, HI 96817

Please make a copy for your records.



Dole Office Building  
680 Iwilei Road, Suite 777  
Honolulu, HI 96817

Phone: 808-566-4100

Fax: 808-566-4110

E-mail: [info@touchstoneproperties-hawaii.com](mailto:info@touchstoneproperties-hawaii.com)

### Authorization Form

Action (select one):

Add

Change

Delete

Name: \_\_\_\_\_

Association Name: \_\_\_\_\_

Unit Reference Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Phone No.: \_\_\_\_\_

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

Financial Institution: \_\_\_\_\_

Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

Checking

Savings

I hereby authorize Touchstone Properties Ltd. to initiate debit entries to my financial institution listed above. I also understand there will be a handling fee charged for any payment that cannot be processed due to insufficient funds. This authorization will remain in effect until Touchstone Properties Ltd. receives written notification from me of its termination and in such manner as to afford Touchstone Properties Ltd. a reasonable opportunity to act on it.

Signature \_\_\_\_\_

Date \_\_\_\_\_