

Return to: **PENCO Management, Inc.**  
**Attn: Accounting Dept.**  
**P. O. Box 1119**  
**Chadds Ford, PA 19317**

**AUTHORIZATION OF DIRECT DEBIT**  
**FOR PAYMENT OF HOMEOWNER ASSESSMENTS**

**Section 1: Homeowner Information**

Association Name: Williamsburg Community Association, Inc.  
Homeowner Name: \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Email: \_\_\_\_\_  
For PENCO Use Only: \_\_\_\_\_

**Section 2: Action Requested**

**PLEASE CHECK ONE:**

**EFFECTIVE DATE:**

- START DIRECT DEBIT
- CHANGE MY FINANCIAL INSTITUTION
- CHANGE MY ACCOUNT NUMBER
- STOP DIRECT DEBIT

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Section 3: Authorization Certification**

Unless otherwise indicated above, I hereby authorize and request PENCO Management, Inc., Agent, to direct the amount of my Homeowners Association Assessments, INCLUDING SPECIAL ASSESSMENTS, as approved by the Association, for debiting from my account indicated at the Financial Institution designated below. I further authorize the Financial Institution to debit the same to such account without responsibility for correctness of such amount.

This authorization will remain in effect until I initiate the required stop action in such time and in such manner as to allow PENCO Management, Inc., Agent, a reasonable opportunity to act upon it.

I agree to notify PENCO Management, Inc., Agent, if I wish to change the designated Financial Institution or Account Number to which my Homeowners Association Assessments are to be debited by the 15<sup>th</sup> of the month prior to the effective date of such change. I understand that failure to do so may delay that action.

HOMEOWNER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**Section 4: Financial Institution Information**

NAME OF FINANCIAL INSTITUTION \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ROUTING NUMBER \_\_\_\_\_

(This is a nine digit number found on your personal check immediately preceding your personal account number. If uncertain please verify the routing number with your Financial Institution.)

CHECKING ACCOUNT NUMBER \_\_\_\_\_ (VOIDED CHECK ATTACHED)