

### **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 to terminate auto payment program. Cancellations must be received to Touchstone Properties by the 20th of the month prior to be effective the following month. If Touchstone Properties cancels your auto payment program as a result of recurring returned payments, written notice will be mailed to you prior to your next scheduled payment together with a coupon booklet.

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

You can reach Touchstone Properties Ltd. at 566-4100 or email [ar@touchstoneproperties-hawaii.com](mailto:ar@touchstoneproperties-hawaii.com).

**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. If the 10th falls on a weekend or holiday, your account will be debited the next business day. 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

680 Iwilei Road, Suite 777

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: ar@touchstoneproperties-hawaii.com

### Authorization Form

Action (select one):

☐ New / Add      ☐ Change      ☐ Delete

Owners 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 of \$30.00 for any returned payments. 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 \_\_\_\_\_