The Canyon Lake Property Owners Association's Automatic Payment Service (APS) program enables members to pay their monthly assessments. In order to enroll, update, or terminate APS for your assessments, this completed form will need to be received by the 25th of the current month at the Canyon Lake Property Owners Association's payment processing center: 31512 RAILROAD CANYON ROAD, CANYON LAKE, CA 92587

If received by the 25th, your APS withdrawal, update, or cancellation will take place the following month on the 1st. In the event the first day occurs on a weekend or a holiday, the funds will be withdrawn on the first business day immediately following the first day of the month.

MEMBER INFORMATION

Tract:_____ Lot:_____

First Name:_____ Last Name:_____

Property Address:_____

Phone:_____ Email:_____

AUTOMATIC PAYMENT SERVICE (APS) AUTHORIZATION

Please check which program applies:

☒   Monthly Assessments _____$328_____

Please check which option applies:

☐   New enrollment for APS program on this property

☐   Updating your account information

☐   Discontinue the APS program (no check required)

APPLICANT'S SIGNATURE

I hereby authorize Canyon Lake Property Owners Association and my financial institution to automatically deduct all future payments for my assessments and related charges from the checking account listed in accordance with the terms on the reverse and the Canyon Lake Property Owners Association policy and procedures on "ACH payments by Members." I understand that the Canyon Lake Property Owners Association reserves the right to terminate this authorization and my participation therein. If I choose to terminate this authorization, I will immediately notify the Canyon Lake Property Owners Association.

Member Signature:_____ Date:_____

ATTACH A VOIDED CHECK

EMAIL COMPLETED FORM TO MEMBERSERVICES@CANYONLAKEPOA.COM

FOR INTERNAL USE ONLY

Date Received:_____ Staff:_____ Start Month:_____

The Canyon Lake Property Owners Association offers association members the opportunity to pay their regular monthly assessments using automated electronic payments. This means that members can pay their assessments automatically without writing a check. This program is available to all members regardless of where they bank. To enroll in the Canyon Lake Property Owners Association's Automatic Payment Service (APS) program, just follow the steps outline below:

1. Read, complete, and sign the APS Authorization Form on the reverse side.
2. Attach a voided check to the APS Authorization Form and mail to:

   Canyon Lake Property Owners Assoication
   31512 Railroad Canyon Road
   Canyon Lake, CA 92587

Authorization must be received by the 25th of the current month to activate the automatic payment process for the next billing month.

Funds from your bank will normally be withdrawn on the first day of the month. In the event the first day occurs on a weekend or a holiday, the funds will be withdrawn on the first business day immediately following the first day of the month. In order to terminate APS, your written notification must be received by the Canyon Lake Property Owners Association or Payment Processing Center prior to the 25th of the month, or the Canyon Lake Property Owners Association will continue to process your account.

Returned check fees and late charges will apply if an automatic payment is returned to the Canyon Lake Property Owners Association.

If you change banks (or account numbers within the same bank), you will need to complete a new authorization form; it is your responsibility to notify the Canyon Lake Property Owners Association before the 25th of the month, as returned check fees and late charges will apply if your current bank account becomes unavailable.

If you own more than one property, please complete an authorization form for each property.

If you have any questions about how to complete the authorization form, please call the Canyon Lake Property Owners Association's Member Services Department at 951.244.6841 x310.