

# **DANA TIBLIER MANAGEMENT SERVICES**

## **DIRECT DEBIT AUTHORIZATION FORM**

NAME: \_\_\_\_\_

PROPERTY: \_\_\_\_\_ UNIT: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

Please complete the above information and return this form to Dana Tiblier Management Services at 1994 Gallatin Pike N Ste. 307, Madison, TN 37115. ***You must also enclose a voided check.***

Authorization provided by and through this form will only be used to debit the account you provide for monthly maintenance fees. Only the amount of your maintenance fee will be debited. If you have an outstanding balance with the Association, you must forward payment separately.

The unit owner is responsible for any and all bank charges incurred as a result of insufficient funds, stop payment, or closed account, whether incurred by the unit owner at their financial institution or the financial institution of the Association. Direct debits returned for insufficient funds will be subject to the standard late fee of the Association.

***Executed form must be received by the 15<sup>th</sup> day of the month in order to process direct debit the following month. Written notice of at least fifteen days must be received to discontinue or change the direct debit of your account.***

***Payments are processed on the 5<sup>th</sup> day of the month, or the following business day in the event the 5<sup>th</sup> day of the month falls on a holiday or a weekend.***

**Dana Tiblier Management Services, Inc.**  
1994 Gallatin Pike N Ste. 307, Madison, TN 37115  
(615) 353-2198