CORTLAND
PROPERTIES INCORPORATED
*A Real Estate & Property Management Company*

EQUAL HOUSING OPPORTUNITY

# Authorization for ONE-TIME Electronic ACH Debit

Questions? Call 708-452-4242

YOUR NAME:_____
(as it appears on bank account you want debited.) (PAYOR)

UNIT ADDRESS/ACCOUNT _____ (street address)
TO APPLY PAYMENT TO _____, ____ _____ (city, state, zip)

NAME OF YOUR BANK (DEPOSITORY):_____

TYPE OF ACCOUNT (circle only one choice): CHECKING SAVINGS

ROUTING NUMBER →

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BANK ACCOUNT NUMBER ↓ (ACCOUNT) (***See below on how to find your routing and account #)***

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**DATE YOU WANT THE ONE-TIME ACH PROCESSED: _____/_____/_____**
(Subject to bank processing cut-off times and holiday schedules)

**AMOUNT TO DEDUCT: $_____** (A $5.00 fee will be ADDED to the amount to deduct from your ACCOUNT as a non-refundable processing and handling fee to Cortland Properties, Inc. for processing this ONE-TIME ACH Payment. You do NOT need to add the processing fee to the amount to be deducted above.

The undersigned PAYOR authorizes Cortland Properties, Inc. (CORTLAND) to initiate a ONE-TIME ACH debit from the above ACCOUNT/DEPOSITORY. The undersigned affirms that he/she is an authorized account holder or signatory on the above bank account. PAYOR agrees and authorizes a $5.00 processing fee be deducted from ACCOUNT and paid to Cortland Properties, Inc. for the processing of this ONE-TIME ACH Payment.

PRINT Name:_____(PAYOR)

Date: _____/_____/_____ SIGNATURE: _____(PAYOR)

## RETURN THIS FORM BY: FAX 708-452-4122, HAND DELIVERY, OR E-MAIL ach@cortlandproperties.com

----------*OFFICE USE ONLY*----------

Date rec'd: ___/___/___ Method Rec'd: Fax e-mail In Person

ACH Processed ☐ Yardi ☐ Cortland Fee ☐ Scanned to ACT ☐

**HOW DO I FIND MY ROUTING AND BANK ACCOUNT NUMBER?**

**Routing Numbers are always NINE (9) digits long. For personal checking accounts, use the image below to see where to find your routing/account numbers from your check. For savings account, call your bank to get their proper Routing Number.**