

New Horizon Property Management Electronic Funds Transfer (EFT) Instructions

This form is to authorize regularly scheduled charges to your Bank Account to pay your rent. Please read each statement and initial to ensure you are aware of the EFT terms and conditions. Contact us at rentals@newhorizonwi.com if you have any questions. Pages 1 and 2 must be completed.

	The EFT form must be completely filled out before it can be entered into the system.
	You must allow 10 business days for your authorization to go into effect.
	You must allow 15 business days for the cancellation of your authorization.
	You must submit a new form to reauthorize your EFT each year when you complete your recertification. It does not automatically update with your new rent amount.
	You will be charged the amount you choose in Part 1 each month.
	A receipt for each payment will be emailed to you and the charge will appear on your bank statement.
	We can only accept authorization from checking or savings accounts.
	All changes to your EFT must be in writing.
	You must have an email address to receive your receipts. We cannot process your EFT without an email address.
	If a transaction is rejected for non-sufficient funds (NSF), your resident account will be charged the \$35.00 NSF fee.
	If you have 2 NSF EFT transactions from your bank account, you will have to pay your rent either by money order or cashier's check.
	ACH debits from my checking/savings account may be withdrawn from my account as soon as my requested date because these are electronic transactions.
	I agree to notify New Horizon Property Management in writing to change my account information or to terminate this authorization at least 15 days prior to the next billing date.
	I understand that this authorization will remain in effect until I cancel it in writing.
	I acknowledge that the origination of ACH transactions to my account must comply with the provisions of US Law.
	I certify that I am an authorized user of this bank account and will not dispute these scheduled transactions with my bank; so long as the transactions correspond to the terms indicated in this authorization form.

Tenant Signature _____

Date _____

FOR OFFICE USE ONLY

Received _____

Entered _____

By _____

**New Horizon Property Management
Electronic Funds Transfer (EFT) Authorization Form**

Type of Authorization ☐ New EFT ☐ Change in Amount ☐ New Bank Account

Part 1 Tenant Information

Name		Building	
Email		Phone	Unit
Date to start EFT	Monthly date for EFT		Monthly EFT \$ Amount

Part 2 Bank Information

Name on Bank Account	
Type of Account for EFT <input type="checkbox"/> Checking Account <input type="checkbox"/> Savings Account	
Bank Routing Number (9 digits)	Bank Account Number
Bank Name	

Part 3 Account Documentation

Attach your voided check or savings deposit slip here.

An attached printout from your bank showing the bank routing number and your account number is also acceptable documentation.

Tenant Signature _____

Date _____