



RE/MAX of Eagle River, Inc.  
11525 Old Glenn Hwy.  
Eagle River, AK 99577  
907-694-4200 / 907-696-0214

## PROPERTY OWNER AUTOMATED CLEARING HOUSE (ACH) DIRECT DEPOSIT AUTHORIZATION

### Automated Clearing House (ACH):

ACH is an electronic funds transfer system which allows the safe, fast efficient crediting of your rental payments directly to your checking or savings account. In order to receive ACH Direct Deposits, your financial institution must be a member of the ACH Association. RE/MAX of Eagle River, Inc. **does not have access to any of your personal financial records if you receive payments via the ACH system.**

### Advantages of having your monthly rental payments deposited via ACH:

- **TIMELY:** Your monthly rents are credited to your account without the mail delays associated with paper check processing.
- **SAFE:** Electronic direct deposits eliminate the risk of your check being lost in the mail, sent to the wrong address, or stolen.
- **FREE:** You are not charged for using the ACH direct deposit system. In fact, if your payments are credited to an interest bearing account, the faster depositing could result in additional interest credit.
- **CONVENIENT:** With ACH you or your designee no longer needs to make a special trip to your financial institution to deposit your payment. If you are ill, out of town, or otherwise unable to receive and deposit your payment, the ACH system continues to process your payment automatically.
- **EFFICIENT:** Fewer paper checks means savings in time and postage costs for both you and RE/MAX.

### You must submit an ACH Direct Authorization form to receive this service:

The ACH rules require an authorization form signed by the payee or legally designated representative. The account into which the funds are deposited must be in the property owner's name(s); funds cannot be deposited into another person's account.

### When your payments will start being deposited via ACH:

Your rental payments will be deposited via ACH within 60 days of receipt of a valid ACH Direct Deposit Authorization Form.

NOTE: A test transmission (called a "prenote") will be sent through the ACH system to validate the information you submitted on the authorization form. If your record passes the "prenote" process, your next monthly rental payment is transmitted as a "live" ACH direct deposit. Under ACH rules, your financial institution is required to notify RE/MAX of Eagle River, Inc. of any "prenote" rejections within 10 days.

### Verification of your deposit:

Your financial institution will notify you of the deposit. They may send you a statement or provide you with a phone number to confirm the deposit. Contact your financial institution to ask what method they use to confirm ACH deposits.

### What to do if the deposit is not posted to your account:

First contact your financial institution to be sure the deposit was not posted. If there is no record of the funds transfer, contact your property manager at RE/MAX of Eagle River at 907-694-4200 or 800-770-4242

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**How to change your ACH direct deposit:**

Changing your direct deposit to a different financial institution or account number requires that you submit a new authorization form. The form is available by request from the RE/MAX of Eagle River, Inc. office. To cancel your ACH Direct Deposit, write to RE/MAX of Eagle River, Inc. and include the name of your property manager, the property address, property owner's name, new address for mailing the payment, your signature and date.

It may take 60 days or longer for the change to take effect, **do not close the old account until payments are received at the new destination.**

**How to apply for ACH Direct Deposit's:**

Fill in the information on the Automated Clearing House (ACH) Direct Deposit Authorization below.

NOTE: A person with power of attorney or court-appointed guardian of an estate (not the person) of the property owner may sign for the owner if a copy of the legal appointed papers have been provided to RE/MAX of Eagle River, Inc. Guardianship papers submitted must have been certified within the last 12 months.

ALL INFORMATION REQUESTED BELOW IS REQUIRED ● SUBMIT THIS ENTIRE SHEET ● DO NOT DETACH

**AUTOMATED CLEARING HOUSE (ACH) DIRECT DEPOSIT AUTHORIZATION**  
- Please Print -

1. Property Owner's Information (As it Appears on Bank Account)			
Owner 1: Last Name		First Name	
Owner 2: Last Name		First Name	
Mailing Address:		City, State, Zip Code	
2. Financial Institution Information			
Name of Financial Institution:		Your Account Number:	<input type="checkbox"/> Checking Account <input type="checkbox"/> Savings Account
Address of Financial Institution:		Nine Digit Transit Routing Number:	
Bank's ACH Coordinator/Custom Service Representation:		Telephone No. (including area code)	
3. Rental property Information			
Address of Rental Property:		RE/MAX Property Manager's Name:	
4. Authorization			
I/We authorize RE/MAX of Eagle River, Inc. and the financial institution (and its successors) named above to automatically deposit funds I am entitled to receive into my account.			
Signature (do not print)		Date	
Signature (do not print)		Date	
Telephone No. (including area code)		Telephone No. (including area code)	

**MAKE A COPY FOR YOUR RECORDS & RETURN THIS ENTIRE FORM TO RE.MAX OF EAGLE RIVER, INC.**

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