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 Bloomington, IN 47404
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Manual ACH Setup, One Time and Recurring Payment Authorization

This form should only be used for setting up ACH transactions for people without portal access.

How ePayments Work:

You provide your bank information, and the amount you want to pay. No checks to write, stamp, misplace. No chance Robert Smith's payment ends up on Bob Smith's ledger. Clean, easy. Done.

I authorize Elkins Apartments to charge my bank account indicated below for the amount specified and I understand a \$2.00 third-party ACH processor fee will be added to all transactions.

Request a One-Time Payment

Debit Amount

Please immediately deduct: \$ _____ * from my account.

(Once set up, you may initiate additional payments any time by emailing payments@elkinsapartments.com. Manual requests must be received 5 days prior to a payment due date, when applicable, to be considered as 'on time').

Setup Automatic Payments? NEVER BE LATE AGAIN!

Please set up Automatic ePayments of \$ _____ to be initiated on the 10th day of the month.

I am a third party, making payments for _____ (leaseholder name)

Bank Account Information with Voided Check

Name on Acct _____

Your Phone _____

Your Email _____

Date of Birth _____ (Must be 18 to authorize payments, per third party processor)



You must attach a VOIDED CHECK with legible name, address, bank name, and routing and account numbers.

FULL NAME _____ SIGNATURE _____ DATE _____

I understand that this authorization will remain in effect until I cancel it in writing, and I agree to notify Elkins Apartments in writing of any changes in my account information or termination of this authorization at least 15 days prior to the next billing date. If the scheduled payment dates fall on a weekend or holiday, the payment may be executed on the previous business day. I understand that because this is an electronic transaction, these funds may be withdrawn from my account as soon as the above noted periodic transaction dates. I will not receive prior notification of the debit. I acknowledge that there is a third-party ACH processor fee, currently \$2.00, associated with ACH transactions. In the case of an ACH Transaction being rejected for Non Sufficient Funds (NSF), Bad Account Data, or any other reason, I understand that Elkins Apartments may at its discretion attempt to process the charge again within 30 days, and agree to an additional \$50 charge for each failed authorization attempt. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law. I agree not to dispute the one time or recurring billing with my bank so long as the transactions correspond to the terms indicated in this authorization form. I agree that any issues that cause a delay in receipt of funds by Elkins Apartments beyond the due date will be subject to the delinquent account additional rent policies of the lease agreement.

Send to payments@elkinsapartments.com or fax 812.783.8181