



**Memo To: All Property Owners and Tenants**

Subject: Electronic Payments

Moseley Associates offers to all owners and tenants the opportunity for direct debit of the monthly/quarterly fee(s) from their checking/savings accounts. We hope you will take advantage of this service. Here are some questions and answers to help you make an informed decision about this service.

- Q: How does the electronic payment work?
- A: Your payment is directly debited from your account on a specified date, generally we process these on the 5<sup>th</sup> of each month or the 5<sup>th</sup> day of the first month of the quarter if you are quarterly. You will receive the debited information on your monthly bank statement.
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- Q: What will this cost me?
- A: There is no cost for this service.
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- Q: When will this service become effective?
- A: This service will become effective the 1<sup>st</sup> day of the next billing cycle after we receive your information. If you are billed monthly, the fee will be deducted monthly. If you are billed quarterly, the fee will be deducted quarterly.
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- Q: What if I am billed for fuel or other charges that might change on a monthly or quarterly basis? Will I receive payment coupons so that I will know what amount will be debited from my account?
- A: Yes. We will send out payment coupons both monthly and quarterly for any fees that change. If you pay the same amount each time, we generally do not send a payment coupon.
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- Q: How do I sign up – and when do I need to do it?
- A: Complete the attached form and return it to Moseley Associates, P.O. Box 706, White River Jct., VT 05001 or email it to [Tobbi@moseleyassociates.net](mailto:Tobbi@moseleyassociates.net). Please include a void check. We cannot begin this service for you until we receive all of the required information.