



# Mililani Town Association SurePay Authorization Form

## Instructions

To **enroll or update** your SurePay automatic payment plan, please follow the steps below.

- 1. Must have a zero balance and be in good standing.**
- Complete the Authorization Form below. You can either type in your information or fill it out by hand.
- Complete one form per property.
- Attach a voided check for checking account or a copy of your bank statement for savings accounts.
- Mail the completed application to:

**Mililani Town Association**  
 Attn: Accounting Dept.  
 95-303 Kaloapau Street  
 Mililani, HI 96789  
 Fax: (808) 623-3474  
 Email: [surepay@mililanitown.org](mailto:surepay@mililanitown.org)

Please review your bank statement for your SurePay payments. Authorization form must be received by the 1<sup>st</sup> of the preceding month to be effective for the upcoming quarter. **(Ex. Due 12/1/2021 for 1/1/2022 quarterly assessments)** A confirmation letter from Mililani Town Association will be sent to you. If you have questions, please call our Accounting Department at (808) 623-7300 or email [surepay@mililanitown.org](mailto:surepay@mililanitown.org). Please visit our website for frequently asked questions.

## Authorization Form

<b>Owner Name(s)</b>	<b>Email Address</b>	<b>Phone Number</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>MTA BUR Number (10-xxx-xxxx-xx)</b>	<b>Property Address</b>	
<input type="text"/>	<input type="text"/>	
<b>Financial Institution</b>	<b>Account Type</b>	
<input type="text"/>	<input type="checkbox"/> <b>Checking</b> <input type="checkbox"/> <b>Savings</b>	
<b>Bank Account Number</b>	<b>9-Digit Routing Number</b>	
<input type="text"/>	<input type="text"/>	
<b>Authorized Signature</b>	<b>Date</b>	<b>Account Holder (Please Print)</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>

I authorize Mililani Town Association as Agent for the financial institution named above to initiate transfers from my account to pay for my quarterly assessments. I understand that quarterly assessments will be automatically deducted on a recurring basis from my checking or savings account the 5<sup>th</sup> day of each quarter. If the 5<sup>th</sup> shall fall on a weekend or holiday, payment will be deducted on the next business day.

I understand that there will be a \$20.00 return check fee for SurePay payments that cannot be processed due to insufficient funds, stop payments, or account closures. This authorization will remain in effect until terminated by myself or by Mililani Town Association. If Mililani Town Association wishes to terminate services, a notification letter will be sent.

To terminate SurePay, I understand that I must complete and submit the SurePay Cancellation form to Mililani Town Association by the 28<sup>th</sup> of the preceding month to terminate services for the upcoming quarter. If it is received after the 28<sup>th</sup>, SurePay will be terminated on the next payment cycle. **(Ex. Due 12/28/2021 for 1/1/2022 quarterly assessments)**