



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

Please review your bank statement for your SurePay payments. Authorization form must be received by the 1st 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. Please visit our website for frequently asked questions.

Authorization Form

Owner Name(s)	Email Address	Phone Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
MTA BUR Number (10-xxx-xxxx-xx)	Property Address	
<input type="text"/>	<input type="text"/>	
Financial Institution	Account Type	
<input type="text"/>	<input type="checkbox"/> Checking <input type="checkbox"/> Savings	
Bank Account Number	9-Digit Routing Number	
<input type="text"/>	<input type="text"/>	
Authorized Signature	Date	Account Holder (Please Print)
<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 5th day of each quarter. If the 5th 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 28th of the preceding month to terminate services for the upcoming quarter. If it is received after the 28th, SurePay will be terminated on the next payment cycle. **(Ex. Due 12/28/2021 for 1/1/2022 quarterly assessments)**