



**Instructions – Please complete all 4 steps.**

If you would like to authorize Madrona Real Estate Services, LLC to deduct your monthly dues payments by automatic deduction please:

1. Complete the form below. If your account is a joint account both account holders must sign this form.
2. Attach a voided, unsigned check to the form.
3. Return the original form and the voided check to Madrona Real Estate Services, LLC.
4. Retain a copy of this form for your files.

We will process your account for automatic deduction as soon as possible after we receive your form.

**ACH Authorization Form**

I (we) hereby authorize Madrona Real Estate Services, LLC to initiate debit entries to my (our) account in the entity named below (institution), and I (we) authorize the institution to accept and to debit the amount of such entries to my (our) account. Each debit shall be made each month in an amount equal to the withdrawal amount equal to the approved budgeted dues amount. Upon approval of a budget increase or decrease in dues amount this new monthly charge will be deducted from my account. I direct that said payment shall be deducted from my account on the 5<sup>th</sup> day of each calendar month.

Financial Institution Name (bank, credit union, etc.) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Transit/ABA No. (first nine digits encoded on your check) \_\_\_\_\_

**Checking Savings**

Account Number \_\_\_\_\_ (circle one, default is **Checking**)

This authorization is to remain in full force and effect until all amounts payable to Madrona Real Estate Services, LLC are paid in full or until I revoke the agreement as herein provided. Any revocation shall not be effective until Madrona Real Estate Services, LLC has received written notification from me of my desire to terminate this agreement in such time and in such manner as to give MRE a reasonable opportunity to act on it.

Account Holder's Name \_\_\_\_\_ Signature \_\_\_\_\_

Joint Account Holder's Name \_\_\_\_\_ Signature \_\_\_\_\_

Date of Authorization \_\_\_\_\_ Account Holder's Telephone Number \_\_\_\_\_

Please Return To: Madrona Real Estate Services, LLC  
1320 East Pike Street  
Seattle, WA 98122-4020