

Yates Wood currently offers all owners the option of having their monthly homeowner dues automatically withdrawn from a checking or savings account. This **free** convenient service eliminates worries about getting your payment in on time each month. You will not have to search your house for your coupons or stamps, and you will not have to worry about how long it takes for your bill pay checks to arrive. Your dues are automatically deducted from the account that you designate on the 10th of each month.

Here are some frequently asked questions:

Q: How do I sign up?

A: Complete the form on this website and return it to us in the mail (425 Pontius Ave N Suite 203, Seattle, WA 98109), via fax (206-268-3330) or via e-mail (accounting@yateswood.com)

Q: Do I have to include a void check?

A: Account and routing numbers can vary between deposit slips and checks for the same account for certain banks. In order to avoid a mix-up it is important that you provide a check and not a deposit slip. If you do not have checks please contact your bank and they will provide you with paperwork that confirms the account and routing number.

Q: Where do I find my routing number?

A: The routing number is a nine digit number found on the bottom left of your check, as depicted here:

The diagram shows a check form with the following fields and labels:

- Your Name** and **Your Address** (top left)
- 1001** (top right)
- DATE** (middle)
- PAY TO THE ORDER OF** (left)
- \$** (middle)
- DOLLARS** (right)
- Your Bank Name** (bottom left)
- MEMO** (bottom left)
- 123456789** (bottom left, labeled **9 Digit Routing Number**)
- 0000987654321** (bottom middle, labeled **Your Account Number**)
- 1001** (bottom right, labeled **Check Number**)

Q: When will it start?

A: We will start the month after we receive your form.

Additional questions? Contact our Accounting Department 206-268-3300 or accounting@yateswood.com