

Yates Wood currently offers you the ability to have your monthly dues automatically withdrawn from your checking account.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 coupons or stamps or worry about how long it takes for your bill pay checks to arrive. Your dues are automatically deducted from your account on the 10th of each month, or the following business day. If you would like us to confirm this has been set up, please check the appropriate box and provide your email address on the attached authorization form.

Q: How do I sign up?

A: Complete form, sign and date and attach voided check. Then return to Yates Wood via scan & email to accounting@yateswood.com, fax to 206-268-3330 or send by standard mail to 425 Pontius Ave N Suite 203 Seattle, WA 98109.

Q: Do I have to include a voided 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, please provide a check and **not** a deposit slip. If you do not have checks, please contact your bank and they can provide you documentation confirming your account and routing number.

Q: When will it start?

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

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 numbers:

- YOUR NAME: 1234 Main Street, Anywhere, OH 00000
- DATE: _____
- PAY TO THE ORDER OF: _____
- \$ _____
- _____ DOLLARS
- Routing Number: 12044072324
- Account Number: 12000123456789
- Check Number: 123

The routing number is highlighted in orange, the account number in green, and the check number in blue.

Additional questions? Please contact the accounting department at:
accounting@yateswood.com or 206-268-3300.