



**RE: EZPAY - AUTOMATIC ASSESSMENT PAYMENT PROGRAM**

Dear Laguna Woods Village Owner/Resident:

Welcome to Laguna Woods Village!

The Golden Rain Foundation and your mutual offer you the opportunity to make your monthly homeowner's assessment payments automatically through the **EZPAY** program. This can be accomplished by providing your written authorization to transfer funds from your checking or savings account on the **sixth** of each month.

Your payments will be made without fail and with no chance of incurring a late charge resulting from a delay in the mail service. On vacation ...out of the area? No problem with **EZPAY**. If you would like to have your payments made automatically, please do the following:

1. Download and complete the authorization form, sign and date it.
2. Attached to the form a blank check for the account from which your payments will be made. **Mark this check "Void"**, as it will not be returned to you. If funds will be taken from a savings account, take the form to your bank and ask them to complete the bottom portion of this authorization form and check the box that indicates savings account.
3. Return the form and the voided check to the Manor Payment Representative at the following address:  
Laguna Woods Village  
Attn: Manor Payments  
P.O. Box 2220  
Laguna Hills, CA 92654-2220

**Please reference on the EZPay authorization form the month in which you would like this program to begin. Remember to continue to make your monthly assessment payment by check for the period prior to the month you have referenced on the EZPay authorization form. We will need to receive your EZPay authorization form and void check by the 25<sup>th</sup> of the month that precedes your starting date.**

You may cancel your authorization at any time by sending a written cancellation notice to this office, at least 10 days prior to the payment date. If you have any questions about this payment system, please call our office at (949) 597-4221.

Sincerely,

Bryan English  
Accounting Supervisor  
Financial Services Division