

Iowa Student Housing
PO Box 3090 Iowa City IA 52244
319-337-4097

ACH Recurring Payment Authorization Form

Schedule your payment to be automatically deducted from your checking or savings account. Just complete and sign this form to get started!

Recurring Payments Will Make Your Life Easier:

- It's convenient (saving you time and postage)
- Your payment is always on time (even if you're out of town), eliminating late charges

Here's How Recurring Payments Work:

You authorize regularly scheduled charges to your checking or savings account. You will be charged the amount on your lease identified as rent each billing period. A receipt for each payment will be emailed to you and the charge will appear on your bank statement as an "ACH Debit." You agree that no prior-notification will be provided unless the date or amount changes, in which case you will receive notice from us at least 10 days prior to the payment being collected. Utility reimbursement shall be calculated monthly if applicable per your lease and payment made when due a receive receipt for each payment will be emailed to you and the charge will appear on your bank statement as an "ACH Debt".

Please complete the information below:

RENTAL ADDRESS: _____ **RENT AMOUNT:** \$ _____

I _____ authorize **Iowa Student Housing or Agent** to charge my bank account indicated below on the **1st of each Month** for payment of my **Rent** in the amount listed on my lease.

I _____ authorize **Iowa Student Housing or Agent** to charge my bank account indicated below monthly for all **Utility Reimbursements** to Landlord if applicable per my lease.

Billing Address _____

Phone# _____

City, State, Zip _____

Email _____

Account Type: Checking Savings

Name on Acct _____

Bank Name _____

Account Number _____

Bank Routing # _____

Bank City/State _____



SIGNATURE _____

DATE _____

I understand that this authorization will remain in effect until I cancel it in writing, and I agree to notify **Iowa Student Housing** in writing of any changes in my account information or termination of this authorization at least 30 days prior to the next billing date. If the above noted periodic payment dates fall on a weekend or holiday, I understand that the payment may be executed on the next business day. I understand that because this is an electronic transaction, these funds may be withdrawn from my account as soon as the above noted periodic transaction dates. In the case of an ACH Transaction being rejected for Non-Sufficient Funds (NSF) I understand that **Iowa Student Housing** may at its discretion attempt to process the charge again within 30 days, and agree to an additional \$40.00 charge for each attempt returned NSF which will be initiated as a separate transaction from the authorized recurring payment. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law. I agree not to dispute this recurring billing with my bank so long as the transactions correspond to the terms indicated in this authorization form.