

**BB&T ASSOCIATION SERVICES**  
**ASSOCIATION PAY – AUTHORIZATION TO CHANGE**



Mail To: BB&T Association Services, P.O. Box 2914, Largo, FL 33779-2914  
 Phone No.: 727- 549-1202  
 Fax To: 727- 548-0277 or Toll Free Fax: 866-297-8932  
 Attention: BB&T Association Services ACH Department

- Attach a voided check or a copy of a voided check with new account information.
- BB&T Association Services must receive this form by the 27<sup>th</sup> of the month to be effective for the next debit month. If the 27<sup>th</sup> is on a weekend or a holiday, we must receive this form the last business day prior to the 27<sup>th</sup>. Some exceptions apply, visit [bbt.com/payments](http://bbt.com/payments) to view the Association Pay deadline calendar.
- A Change Request form must be submitted for each payment obligation.

**HOMEOWNER/PAYMENT INFORMATION**

<b>Association /Community Name:</b>	
<b>Homeowner Name:</b>	
<b>Homeowner Phone No.:</b>	<b>Homeowner email address:</b>
<b>Homeowner Unit No.:</b>	<b>Current Payment Amount:</b>
<b>Month change is to be effective: (If no effective date is provided, the change will be processed for the next available debit date)</b>	

**HOMEOWNER CHANGE OF ACCOUNT INFORMATION**

✓	<b>Change From:</b>	<b>Change To:</b>
	<b>Account Type:</b> <input type="checkbox"/> Checking <input type="checkbox"/> Savings	<b>Account Type:</b> <input type="checkbox"/> Checking <input type="checkbox"/> Savings
	<b>Bank Routing Number:</b>	<b>Bank Routing Number:</b>
	<b>Account Number:</b>	<b>Account Number:</b>

Answer the following question if your request is to change bank account information. If you are a management company or self-managed association completing this on behalf of the homeowner, contact the homeowner to ask the following question:  
***Is this account that is being debited for your homeowner payment funded electronically by a financial agency outside of U.S. territorial jurisdiction?*** \_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_  
 \*Signature of Authorized Signer on Bank Account that is debited \_\_\_\_\_  
Date

**THE FOLLOWING CHANGES CAN ONLY BE AUTHORIZED BY MANAGEMENT COMPANY OR SELF-MANAGED ASSOCIATION.**

Amount and unit number changes are **not** accepted from a homeowner or authorized signers on the account that is debited for the payment. These requests are only accepted from a management company or self-managed association.

✓	<b>Change From:</b>	<b>Change To:</b>
	<b>Amount:</b> (old amount)	<b>Amount:</b> (new amount)
	<b>Effective Date:</b> (last date debited)	<b>Effective Date:</b> (next date to be debited)
	<b>Unit No.:</b> (old unit no.)	<b>Unit No.:</b> (new unit no.)

**Acknowledgement:** *By signing below, I acknowledge that I have complied with the Operating Rules of the National Automated Clearing House Association (NACHA). This includes sending appropriate notification of the amount and date change(s) and the reason(s) thereof to the Receiver.*

\_\_\_\_\_  
 Signature of Management Company Representative Management Company Name Date

*\*BB&T is authorized to accept, from the association or its management company, changes in amounts or account information.*