

# WESTPARK

WestPark Warehouses offers a reliable and convenient Auto Debit system for processing your monthly rental payments.

## *Peace of Mind*

- *Rent will be automatically withdrawn from your checking or savings account each month, so there is no more remembering to mail a check.*

## *Completely Free*

- *This process adds no cost to our occupants, and is a free service offered by WestPark Warehouses.*

## *Easy Enrollment\**

- *Simply fill out the enrollment form, drop-off, mail or e-mail the completed document to us, and we will begin auto withdrawal for your rental payments.*

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- ✓ Payments will be processed on the 1<sup>st</sup> of each month. If the payment date falls on the weekend or a holiday, the payment will be processed on the next business day.
  - ✓ If payment is denied, any applicable fees may apply.
  - ✓ The form must be completed and returned by the 20<sup>th</sup> of the month prior to the first auto payment noted on the form.
  - ✓ In order to make a change to the form, notification must be made in writing and sent to our office by checking the “Account Changes” box on the form below.

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### **To Enroll:**

Please complete the following form\* and return it to:

WestPark Warehouses  
6115 New Copeland Rd  
Suite 210  
Tyler, TX 75703

OR

Scan and E-mail the completed form to: [info@WestParkWarehouses.com](mailto:info@WestParkWarehouses.com)

*\*Please include a copy of a valid driver's license.*

# Automatic Debit Enrollment Form

## AUTHORIZATION AGREEMENT

I hereby authorize ETXPG LLC, Owner of WestPark Warehouses, hereinafter called "the COMPANY" to initiate debit entries, and if necessary, credit entries to my account at the financial institution named below, for the purpose of fulfilling the financial obligations outlined in a separate lease agreement with the COMPANY. I also authorize the COMPANY to initiate, if necessary, any adjustments for any transaction previously entered or processed. This authority is to remain in effect until the COMPANY has received written notification from me (us), of termination in time to afford the COMPANY reasonable opportunity to act on it. I understand that the amount debited to my account will be as outlined in the aforementioned lease agreement. Auto Debit amounts must be adjusted by the leaseholder, in writing, as necessary for rental rate increases, penalties and or prepayments.

Further, I agree not to hold the COMPANY responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in withdrawing funds from my account.

This agreement will remain in effect until the COMPANY receives a written notice of cancellation from me, or my financial institution, or until I submit a new direct deposit form to the Accounting Department.

New Form

Account Changes

Termination

## ACCOUNT INFORMATION

Name of Financial Institution: \_\_\_\_\_

Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_  Checking |  Savings

First Auto Payment Date: \_\_\_\_\_

## SIGNATURE

### Primary

Name:  
(As printed on your check) \_\_\_\_\_

Authorized Signature : \_\_\_\_\_ Date: \_\_\_\_\_

### Joint

Name:  
(As printed on your check) \_\_\_\_\_

Authorized Signature : \_\_\_\_\_ Date: \_\_\_\_\_

**COMPANY Use Only:**  Verified Photo ID  Verified Signature  Verified Account Info  Resident Copy