

# **MEMORANDUM**

---

---

**TO:** Virginia Oaks Association

**FROM:** Jen Darwin, CMCA®, AMS®, PCAM®  
Senior Community Manager

**DATE:** March 11, 2011

**SUBJECT:** Direct Debit

---

---

Please be aware that Virginia Oaks Association & Sequoia Management does offer the direct debit option through your bank account. Please take advantage of this quick and easy way to ensure that your HOA dues are paid on time each quarter.

If you are interested in having your dues payment directly deducted from your account each quarter, please complete the reverse side of this paper, **AUTHORIZATION FOR DIRECT PAYMENT** form and return it to: Virginia Oaks Association, c/o Sequoia Management Company, Inc., 13998 Parkeast Circle, Chantilly, Virginia 20151-2283. This authorization will remain in effect until Virginia Oaks has received notification from such resident of its termination in such time and in such a manner as to afford the Association and the Bank or Depository a reasonable opportunity to act on it.

Should you have any questions, please give Jen or Monica at Sequoia Management a call at (703) 803-9641.

Attachment

**VIRGINIA OAKS ASSOCIATION  
AUTHORIZATION AGREEMENT FOR DIRECT DEBIT**

- Complete **ALL** of the following information **OR**
- Include a voided check and **ONLY** sign and date the form.

Your Bank or Depository \_\_\_\_\_ Branch/Location \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Routing # (located at the bottom of check) \_\_\_\_\_

Your Bank Account # \_\_\_\_\_ Your Virginia Oaks Account # \_\_\_\_\_

Name(s) \_\_\_\_\_

Address \_\_\_\_\_

Phone Number (H) \_\_\_\_\_ (W) \_\_\_\_\_

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_