

# Automatic Withdrawal for Monthly Rent Payment

- **No checks to write!**  
You won't have to write checks for your regular monthly rent payment.
- **No late fees!**  
You'll avoid late fees because your rent payment will always be on time.
- **It's free!**  
There is no fee for using Automatic Withdrawal.

**Questions?**  
**Call 651-675-4515**



## What is Automatic Withdrawal?

Automatic Withdrawal is an electronic alternative to paper checks.

If you choose to participate in Automatic Withdrawal, you authorize the Dakota County Community Development Agency (CDA) to have the amount of your monthly rent and garage rent, if applicable, to be electronically transferred from your checking/savings account to the CDA.

## When will the payment be deducted from my bank account?

The withdrawal will be made on the fifth (5<sup>th</sup>) of each month. **If the 5<sup>th</sup> falls on a holiday or weekend, the withdrawal will occur on the next business day.** The transaction will appear on your bank statement. Be sure to make the proper adjustment to your account records each month.

## How do I sign up?

1. Fill out the attached Automatic Withdrawal Authorization form completely.
2. Return the authorization form and a voided check to the CDA.
3. The CDA will set up the automatic withdrawal.
4. The CDA will send you a letter by mail with the date of your first automatic withdrawal rent payment.
5. You will continue to receive your monthly rent statement from the CDA. Review your statement each month in case there are other charges that need to be paid that are separate from your regular rent amount.

## Changes to bank information?

If you need to cancel your automatic withdrawal, you must contact the CDA by the 1<sup>st</sup> of the month. You will need to send in a new authorization form and voided check before it can be activated again.

## Automatic Withdrawal Authorization

The Dakota County CDA is hereby authorized to charge my/our checking/savings account through Automated Clearinghouse (ACH) for my monthly rent and garage rent, if applicable, according to my monthly rent statement.

### Resident Information

Name \_\_\_\_\_

*Head of Household*

\_\_\_\_\_  
*Co-Head of Household or Spouse*

Address \_\_\_\_\_

*Street Address*

\_\_\_\_\_  
*City, State ZIP*

Phone \_\_\_\_\_

*XXX-XXX-XXXX*

### Authorized Individual(s) on Bank Account

Name \_\_\_\_\_

*Please Print*

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Mail this completed form along with a voided check to:**

Dakota County CDA  
Attn: Finance Department  
1228 Town Centre Dr  
Eagan, MN 55123