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Recurring / Automatic Disbursement Request Form

Member's Name: _____ KTS Account #: _____

Made Payable to: _____

Address to Send Payment: _____

Bill Account Number: _____

Amount to be Paid By KTS: _____ Effective Date: _____

RENT CO-OP MAINTENANCE MORTGAGE

- You must include a **current** lease, and one month's rent or maintenance invoice in order for us to process a payment.
- If there is no lease, you must submit a signed letter from your landlord or co-op board stating how much your rent or maintenance is and where the payment should be sent.

UTILITIES ENROLLED IN LEVEL PAYMENT PLAN

- You must include a current bill showing the amount of the level payment and when it is ending.

OTHER _____

- Recurring payments are made when your deposit clears our bank.
- Recurring payments must be the same amount every month.
- Make sure the complete corresponding bill is attached.
- Bills must show address where to send payment.
- Allow 5-7 days for processing.

Signature: _____ Date: _____