



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

Branch Banking and Trust Company (BB&T) acquired the deposit accounts of Colonial Bank in August 2009.

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>.
- Requests to change the debit account number or unit number for Association Pay can be submitted by management companies, self-managed associations or the homeowner.
- Requests to change the debit amount for Association Pay can only be submitted by management companies or self-managed associations.
- A Change Request form must be submitted for each payment obligation.

Date changes are effective for: \_\_\_\_\_

Association Name: \_\_\_\_\_

*If this form is being completed by the management company or self managed association, please contact the homeowner to answer the following question. If you are a homeowner, please answer 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**

Homeowner's Name: \_\_\_\_\_

Homeowner's Phone No. \_\_\_\_\_ Homeowner's Fax No. \_\_\_\_\_

Homeowner's Unit No.: \_\_\_\_\_ Amount to be paid: \_\_\_\_\_

Change Bank Routing Number From: \_\_\_\_\_ Change Bank Routing Number To: \_\_\_\_\_

Change Account Number From: \_\_\_\_\_ Change Account Number To: \_\_\_\_\_

Change Account Type From:  Checking  Savings Change Account Type To:  Checking  Savings

Change Unit Number From: (old unit no.) \_\_\_\_\_ Change Unit Number To: (new unit no.) \_\_\_\_\_

**Management Company Changes Only** – Management companies and self-managed associations can submit requests for amount changes. Amount changes are not accepted from a homeowner or authorized signers on the account that is debited for the payment.

Change Amount From: (old amount) \_\_\_\_\_ Change Amount To: (new amount) \_\_\_\_\_

Change Effective Date From: (last date debited) \_\_\_\_\_ Change Effective Date To: (next date to be debited) \_\_\_\_\_

\_\_\_\_\_  
Authorized By Management Company Name Date:

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

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

