

COLBY MANAGEMENT, INC.  
ACCOUNTING & MANAGEMENT SERVICES  
17220 N BOSWELL BLVD, #140, SUN CITY, AZ 85373  
(623)977-3860 FAX (623) 977-3577

**ACCOUNTS PAYABLE VENDOR AUTOMATIC PAYMENT**

ASSOCIATION NAME: \_\_\_\_\_

DATE SERVICE TO BEGIN: \_\_\_\_\_

DATE OF FIRST PAYMENT: \_\_\_\_\_

**CURRENT VENDOR INFO:**

VENDOR NAME: \_\_\_\_\_

CURRENT AMOUNT PAYING: \$ \_\_\_\_\_

CHANGE CURRENT AMOUNT TO: \$ \_\_\_\_\_

EFFECTIVE FOR SERVICE BEGINNING \_\_\_\_\_ (DATE)

**OR**

STOP AUTOMATIC PAY EFFECTIVE \_\_\_\_\_ (LAST DATE TO PAY)

**NEW VENDOR INFO:**

VENDOR NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ SCHEDULE DAY OF PAYMENT \_\_\_\_\_

AMOUNT \$ \_\_\_\_\_ EXPENSE # \_\_\_\_\_

AUTHORIZED BY: \_\_\_\_\_

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_