

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

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

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

**CURRENT VENDOR INFORMATION:**

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 INFORMATION:**

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

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

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

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

**CIRCLE WEEK OF THE MONTH TO PAY - 1st 2nd 3rd LAST**

**PLEASE CIRCLE - PICK UP CHECK MAIL CHECK**

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

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