

## **A variety of ways for homeowners to pay!**

Through its affiliation with BB&T Association Services, the Homeowner's Association offers homeowners a variety of ways to make their association payment.

Approximately 30 days prior to the first of each year, owners will receive by mail, either a coupon (for monthly payments) or a statement (for annual, bi-annual, or quarterly payments), each of which contain the assessment payment amount, bill pay account number, and bill pay mailing address for that year. The assessment amount, the bill pay account number and the bill pay address are all three required for each method of payment offered.

Ways to make association payments:

1. Association Pay – Payments are automatically debited on the 3<sup>rd</sup> of the month from a U.S. checking or savings account. If the 3<sup>rd</sup> is a weekend or holiday, then account will be debited on the next business day. Enroll on-line at [www.bbt.com/payments](http://www.bbt.com/payments) or mail in the following Authorization form.
2. Online by Credit/Debit Card or eCheck – [www.bbt.com/payments](http://www.bbt.com/payments) - Optional online payment service allows homeowners to make payments online by credit/debit card or eCheck. Payments made by card /debit card are processed the next business day. Payments made by eCheck will post to the association's account within four business days.

*A non-refundable convenience fee of \$9.95 is charged per transaction to the homeowner for making a payment online. The fee is listed at the time the homeowners initiates their payment online. The maximum payment amount is \$3,000 for a single credit/debit card payment transaction and \$20,000 for a single eCheck payment transaction. Multiple separate online payments can be submitted toward the same obligations; however, each separate payment transaction will incur a convenience fee, currently \$9.95 per transaction.*

3. Using an Online Bill Pay Provider – Homeowners using an online bill pay provider should ensure their bill pay provider has the most current payment information including payment amount, bill pay account number, and bill pay mailing address. A separate bill payment record must be set-up for each payment obligation. Posting may be delayed when bill payments are presents with a missing or incorrect bill pay number.
4. BB & T Financial Center – Payments can be made at any BB&T financial center using a BB&T payment coupon or statement. Payments made at a BB&T financial center will post the following business day.
5. Mail – Mail the coupon/statement and check using the pre-printed label or envelope provided by the bank. Payments are mailed to the BB&T processing center on the label address.



# Association Pay (ACH) Authorization

BB&T Association Services (727) 549-1202 or toll free (888) 722-6669



Sign up to automatically pay your association payment from your checking or savings account at any U.S. financial institution. We are unable to accept authorizations for accounts located outside of the United States.

**To enroll online** - Visit [BBT.com/payments](http://BBT.com/payments). If your association is not set up for online enrollment, complete the authorization form below. Complete a separate authorization form for each payment obligation.

**To enroll by U.S. mail** - Complete the authorization form below and attach a voided check. Mail form to **BB&T Association Services, P.O. Box 2914 Largo, FL 33779-2914**. Continue to make your payments until you are notified by the bank when your automatic payment will start.

### Association Pay Terms and Conditions:

- You are enrolling in Association Pay to authorize recurring payments through electronic funds transfers by ACH debit entries.
- **When your payment is due, your account is debited automatically on the 3rd of the month. If the 3rd is on a weekend or holiday, your account is debited the next business day.**
- Payments will appear as **your full or abbreviated Association Name** on your bank statement.

Authorizations must be received by the 20th of the month to be effective for the next debit month. If the 20th falls on a weekend or holiday, the deadline is the last business day prior to the 20th. This Authorization will remain in effect until BB&T receives written notice from you or your association or its management company to cancel or change it. You hereby authorize BB&T to accept changes in amounts or account information or cancellation of this Authorization from the association or its management company. Notice from you must be in writing and sent to the address referenced below or faxed to BB&T Toll Free Fax: 866-297-8932. Notice must be received by BB&T on or before the 27th of the month to be effective for the next debit date. When the 27th of the month falls on a weekend or holiday, the deadline is the last business day prior to the 27th. Some exceptions apply; visit [bbt.com/payments](http://bbt.com/payments) to view the Association Pay deadline calendar. You may print a Cancel or Change Request for Association Pay from the BB&T Online Payment System or online at [bbt.com/payments](http://bbt.com/payments). All payments initiated for debit are subject to acceptance by the designated financial institution. All ACH transactions authorized herein must comply with applicable U.S. law. Your completion of this authorization form indicates your agreement to be bound by the NACHA Operating Rules. For questions, contact BB&T Association Services Toll Free at 888-722-6669. Doc. ID#104

### Keep top section for your records

Mail enrollments, cancels or changes to Association Pay: BB&T Association Services – P.O. Box 2914, Largo, FL 33779-2914

Attach voided check **Association Pay (ACH) Authorization** Return bottom section

Association or Community Name: \_\_\_\_\_ Unit No. \_\_\_\_\_

Is the account that is being debited for your homeowner payment funded electronically by a financial agency outside of the U.S. territorial jurisdiction?  Yes  No

Bank Account Owner Name \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Property Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Bank Name \_\_\_\_\_ Bank Routing No. \_\_\_\_\_

Checking  Savings  Account No. \_\_\_\_\_ Check box if account to debit is a business account.

By signing this authorization, you agree to the following: 1) I have read and agree to the Terms and Conditions provided and 2) I am authorized to initiate transactions on the account provided. I authorize a) the above named association to debit the account to collect my association payments b) BB&T to initiate electronic funds transfers by ACH debit entries to the account for the purpose of making those payments and c) the financial institution to withdraw these payments from my account. Doc ID#104

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

Email \_\_\_\_\_

BILL PAY ACC#:	SERIAL #:	MGT CO#:	ASSOC#:	FREQ:	DATE REC'D:
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