

IMPORTANT PAYMENT INSTRUCTIONS

There are Four Different Ways to pay Assn Fees:

1. **COUPON BOOK** – Make checks payable to the association, include the appropriate coupon, use the remittance label from the coupon book and mail to BB&T Association Services, PO Box 628207, Orlando, FL 32862-8207. You Must Include The BB&T Payment COUPON.

If you do NOT HAVE A COUPON, mail payment, c/o Condominium Management Group, 7800 66th Street N. Suite #205, Pinellas Park, FL 33781.

2. **ON-LINE/BILL PAY BANKING** (You control the payment through YOUR bank/bill pay service.) Set up the payee as the association and make **checks payable to the association. The Bill Pay Account number must be referenced in the memo line. It can be found on your coupons.** Mail Payments to BB&T Association Services, PO Box 628207 Orlando, FL 32862-8207.

Payments for the Maintenance Fee and Special Assessment must be treated as two separate transactions using the appropriate bill pay number(s). Please contact us if you need this information.

3. **AUTOMATIC WITHDRAWAL FROM YOUR ACCOUNT** **BB&T Bank will automatically** deduct the monthly payment from your checking or savings account to the Association's account. Please read the instruction found in your coupon book, which illustrates how to *set up, cancel and make changes* to the automatic **BB&T** system. You may also contact our office for a form if you do not have a coupon book.
4. **BB&T WEBSITE PAYMENTS** Payments may be made through the BB&T website. **Please be advised that BB&T charges a convenience fee to process each payment.** Visit www.bbt.com/payments. Payments can be made via e-check and SOME credit cards. VISA is **NOT** accepted. You will need the bill pay account number, serial number and unit number in order to set up your account. If you do not have this information, please contact our office (727) 381-1717.

IMPORTANT THINGS TO REMEMBER:

CHECKS ARE TO BE MADE PAYABLE TO: The Legal Name of The Association

We CAN NOT and WILL NOT accept post or stale dated checks!

DO NOT SEND CORRESPONDENCE, MAINTENANCE REQUESTS, ETC., WITH YOUR PAYMENT(S). These items are to be **signed by the unit owner and mailed separately** to Condominium Management Group at 7800 66th Street N. Suite #205, Pinellas Park, FL 33781.