

MAKING YOUR ASSOCIATION PAYMENT

When paying by check:

- Make payment with a BB&T Association Services payment coupon.
- Postdated checks will be processed the day they are received.
- Write "U.S. Funds" on checks drawn on a Canadian bank account.

BB&T FINANCIAL CENTER

Homeowner payments for Association Services are accepted with a BB&T Association Services payment coupon at any BB&T financial center. Visit BBT.com to find the nearest location. Payments will post the following business day.

MAIL – THREE EASY STEPS:

1. Make your check payable to the legal name of the association.
2. Remove the coupon from your book or included with your statement.
3. Affix a mailing label or use one of the envelopes provided.

Do not include non-payment correspondence when mailing your payment.

ASSOCIATION PAY (ACH)

Have your payments automatically debited from any U.S. financial institution.

- All new enrollments received by the 20th of each month will be processed for the next payment date.
- Automatic payments are deducted on the third of each month. If the third is on a weekend or holiday, your account will be debited on the next business day.
- Complete an enrollment form for each payment obligation.

HOW TO ENROLL IN ASSOCIATION PAY

- To enroll online, see **Pay Online** instructions below.
- To enroll by mail, complete the Association Pay enrollment form in your coupon book or included with your statement. Mail the form to: BB&T Bank Association Services, P.O. Box 2914, Largo, FL 33779-2914.

PAY ONLINE

If your association is enrolled in the Online Payment System, you can make your payment or enroll in Association Pay (ACH) online. Simply go to BBT.com/payments and select Pay Now.

- **Pay by Credit Card** - Use a MasterCard®, MasterCard® Debit Card, Diners Club®, Discover® or JCB.*
- **Pay by eCheck** - A one-time electronic funds transfer by ACH debit from a checking or savings account at any U.S. financial institution.*
- **Enroll in Association Pay (ACH) online** - A recurring debit to your checking or savings account at any U.S. financial institution. No fee to enroll.

*Additional fees apply.

ONLINE BILL PAY PROVIDER

If you use an online bill pay provider, make your payment well in advance of the due date and use the **bill pay account number** listed on the payment coupon. This number, unique to each property address and payment obligation, is required to post bill pay payments.

BB&T Association Services
727-549-1202 or Toll free 888-722-6669