

A variety of ways for homeowners to pay!

Through its affiliation with TRUIST Bank Association Services, the Homeowner's /Condominium 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.

Truist Association Services Address for payments is P.O. Box 628207, Orlando, Florida 32862-8207.

All payments should be made to the order of the applicable Association.

Ways to make association payments:

1. **Association Pay** – Payments are automatically debited on the 3rd of the month from a U.S. checking or savings account. If the 3rd is a weekend or holiday, then account will be debited on the next business day. Enroll on-line at www.Truist.com/payments or mail in the following Authorization form.
2. **Online by Accepted Credit/Debit Card or eCheck** – www.Truist.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.

There is no fee charged for an eCheck payment. A flat convenience fee of \$4.95 is charged per transaction to the homeowner for making a payment online by an accepted debit card. A convenience fee of 2.95% of the transaction amount will be charged for payments made online by an accepted credit card.

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. **Truist (Formerly BB&T and Sun Trust) Financial Center** – Payments can be made at any Truist financial center using a Truist payment coupon or statement. Payments made at a Truist 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 Truist processing center on the label address. Do not include any correspondence. Correspondence should be forwarded to Management.

**TRUIST ASSOCIATION SERVICES
ASSOCIATION PAY – AUTHORIZATION TO CHANGE
Truist Bank, formerly known as BB&T**

Mail To: Truist Association Services, P.O. Box 2914, Largo, FL 33779-2914
 Phone No.: 727- 549-1202 or Toll Free: 888-722-6669
 Fax To: 727- 548-0277 or Toll Free Fax: 866-297-8932
 Email Address: ASDAutopay@Truist.com
 Attention: Truist Association Services ACH Department

- Attach a voided check or a copy of a voided check with new account information.
- Truist Association Services must receive this form by the 27th of the month to be effective for the next debit month. If the 27th is on a weekend or a holiday, we must receive this form the last business day prior to the 27th. Some exceptions apply, visit Truist.com/Payments to view the Association Pay deadline calendar.
- A Change Request form must be submitted for each payment obligation.

HOMEOWNER/PAYMENT INFORMATION	
Association /Community Name:	
Homeowner Name:	
Homeowner Phone No.:	Homeowner email address:
Homeowner Unit No.:	Current Payment Amount:
Month change is to be effective: (If no effective date is provided, the change will be processed for the next available debit date)	

HOMEOWNER CHANGE OF ACCOUNT INFORMATION		
✓	Change From:	Change To:
	Account Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings	Account Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings
	Bank Routing Number:	Bank Routing Number:
	Account Number:	Account Number:
	Check this box if the account to debit is a business account <input type="checkbox"/>	
	Skip ACH payment for month: (Enter Month) _____ Resume ACH: (Enter Month) _____ (If you enter only the month to skip, then the payment will resume the following month due.)	

 *Signature of Authorized Signer on Bank Account that is debited Date

**THE FOLLOWING CHANGES CAN ONLY BE AUTHORIZED BY
MANAGEMENT COMPANY OR SELF-MANAGED ASSOCIATION.**

Amount and unit number changes are **not** accepted from a homeowner or authorized signers on the account that is debited for the payment. These requests are only accepted from a management company or self-managed association.

✓	Change From:	Change To:
	Amount: (old amount)	Amount: (new amount)
	Effective Date:(last date debited)	Effective Date:(next date to be debited) <i>Select One: If you do not choose between one month and going forward the amount will only be changed for one month, then the amount will resume the following month due to the previous amount.</i> <input type="checkbox"/> One Month Only <input type="checkbox"/> Going Forward
	Unit No.: (old unit no.)	Unit No.: (new unit no.)
	Skip ACH payment for month: (Enter Month) _____ Resume ACH: (Enter Month) _____ (If you enter only the month to skip, then the payment will resume the following month due.)	

Acknowledgement: By signing below, I acknowledge that I have complied with the Operating Rules of the National Automated Clearing House Association (NACHA). This includes sending appropriate notification of the amount and date change(s) and the reason(s) thereof to the Receiver.

 Signature of Management Company Representative Management Company Name Date

*Truist is authorized to accept, from the association or its management company, changes in amounts or account information.

Truist Association Pay (ACH) Authorization

Truist Association Services Phone: 727-549-1202 or Toll Free Phone: 888-722-6669

Toll Free Fax: 866-297-8932 Email Address: ASDAutopay@Truist.com

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.

Enroll online through the 25th of the month to be effective for the next debit month by visiting Truist.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 Truist 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.

Paper 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 Truist receives written notice from you or your association or its management company to cancel or change it. You hereby authorize Truist 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 Truist Toll Free Fax: 866-297-8932. Notice must be received by Truist 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 Truist.com/Payments to view the Association Pay deadline calendar. You may print a Cancel or Change Request for Association Pay from the Truist Online Payment System or online at Truist.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 Truist Association Services Toll Free at 888-722-6669. Doc ID# 109

Truist Bank, Member FDIC.

Keep top section for your records

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

Attach voided check when applicable

Association Pay (ACH) Authorization

Return bottom section

Association or Community Name: _____ Unit 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/credit the account to process my association payments b) Truist to initiate electronic funds transfers by ACH debit/credit entries to the account for the purpose of processing those payments and c) the financial institution to withdraw and/or credit payments from/to my account. Doc ID# 109

SIGNED _____ DATE _____

Email _____ Effective Month for ACH to start _____

BILL PAY ACC#:	SERIAL #:	Unit #:	FREQ:	GROUP #:
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Revision 10/2021

TRUIST ASSOCIATION SERVICES
Truist Bank, formerly known as BB&T
ASSOCIATION PAY – AUTHORIZATION TO CANCEL

Mail To: Truist Association Services, P.O. Box 2914, Largo, FL 33779-2914
Phone No.: 727-549-1202
Fax To: 727-548-0277 or Toll Free Fax: 866-297-8932
Email Address: ASDAutopay@Truist.com
Attention: Truist Association Services

- Truist Association Services must receive this form by the 27th of the month to be effective for the next debit month. If the 27th is on a weekend or a holiday, Truist Association Services must receive this form by the last business day prior to the 27th. Some exceptions apply, visit Truist.com/Payments to view an Association Pay deadline calendar.
- Management companies or self-managed associations are authorized to complete a cancel request on behalf of homeowners by using Web Vault Unit Manager or by completing this form.

Do you want all payment obligations on Association Pay for this unit cancelled? Yes No
If No, please list the specific payment obligations that you would like to cancel.

If you are cancelling Association Pay for units in different associations, please submit the information on separate cancel forms.

I authorize Truist Association Services to CANCEL Association Pay, for the unit below.

Terminate Service: Month: _____ Year: _____

Association/Community Name: _____

Homeowner's Name: _____

Homeowner's Phone No.: _____ Contact email address: _____

Homeowner's Unit No.: _____ Amount of Payment: _____

Signature of Authorized Signer on Bank Account that is debited

Date

Management Company Use Only:

Reason for Cancel

Management Company Name
Truist Bank, Member FDIC.