



## Payment Options

We are pleased to offer you a variety of convenient payment methods to pay your association assessments.

### **Below are your five payment options:**

1. **ACH/ Direct Debit-** Enclosed is the form to setup ACH/Direct Debit for your association assessments.
2. **Use your own bank's online bill pay:**
  1. Your Association name and account number should be included on the check if you are not using a payment coupon.
  2. If you do not know your account number, please contact customer service.  
[AtYourService@associaminnesota.com](mailto:AtYourService@associaminnesota.com) or 763-225-6400 and they will be able to assist you.
3. **Credit Card via TownSq-** You provide your credit card information online via the new TownSq website [www.townsq.io](http://www.townsq.io). *\*has a convenience fee charge based on third party processor*
4. **E-check/ Online Checking via TownSq-** You provide your bank information online via the new TownSq website, [www.townsq.io](http://www.townsq.io) for recurring payment. *\*has a convenience fee charge based on third party processor*
5. **As always, you can make a payment to the Associations' Bank Account Lockbox:**

Mail your check payable to your Association to:

(Your Association Name)  
P.O. Box 105769  
Atlanta, GA 30348-5769

If you choose this method of payment the following must be done to ensure payment is received:

1. Your Association name and account number should be included on the check if you are not using a payment coupon.
2. If you do not know your account number, please contact customer service.  
[AtYourService@associaminnesota.com](mailto:AtYourService@associaminnesota.com) or 763-225-6400 and they will be able to assist you.

***\* If you are submitting payment for multiple accounts/addresses, you must send separate checks with the account number noted on the memo line. Please do not submit one check for multiple accounts.***

***\*We do not process payments at our local branch. Payments that are mailed to our branch directly will be returned and a \$10 charge will be assessed to the homeowner account.***



# REQUEST FOR AUTOMATIC PAYMENT OF ASSESSMENTS

Thank you for your interest in Electronic Funds Transfer. Please fill out the following information to complete this request.

## HOMEOWNER AUTHORIZATION FOR ELECTRONIC FUNDS TRANSFER

I authorize the branch and the financial institution listed below to debit my bank account automatically for each association assessment billing period. **Note: Information below is required. If not provided, there will be delays in processing your direct debit request.**

Management Company Name: \_\_\_\_\_

Homeowner Name: \_\_\_\_\_

Homeowner Account Number: \_\_\_\_\_

Association Name: \_\_\_\_\_

Address And Unit #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Direct Debit Start/Stop Date (MM/YYYY): \_\_\_\_\_ / \_\_\_\_\_

Homeowner Bank Name: \_\_\_\_\_

Homeowner Bank Routing Number: \_\_\_\_\_

Homeowner Bank Account Number: \_\_\_\_\_

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**CHECKING ACCOUNT** – Include a voided check from the account you would like to debit

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**SAVINGS ACCOUNT** – Include letter from bank that includes your full account number and routing number. **Statements will not be accepted.**

*Only checks for US Banks will be accepted. Deposit slips cannot be used in place of a voided check.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*In order for funds to be pulled in time for next month's assessment, this form must be received no later than the 20th of the prior month. The automatic payment process will begin with your next assessment period once we have received your completed form and either your voided check or letter from bank that includes your full account number and routing number.*

**Return by email: Scan and send this form and a voided check to:**  
**[csscdirectdebit@associa.us](mailto:csscdirectdebit@associa.us)**

*Delivering unsurpassed management and lifestyle services to communities worldwide.*