

## **Payment of HOA Fees and Other Amounts Owing to Ambassador South Inc.**

Effective immediately, there are 4 methods of making payments of HOA fees and other amounts owing to Ambassador South Inc.

Visit [truist.com/payments](https://truist.com/payments) to learn more.

If you bank with a Canadian or foreign bank, you will need to confirm with them in advance if methods 1, 2 or 4 is supported by them.

- 1) **Association Pay** – register online at Truist Bank to have your monthly / recurring HOA fees automatically debited from your account.
  - a. Same amount debited from your account on the third day of each month if a business day, otherwise, the following business day
  - b. Supplemental amounts owing must be made by the other methods below
  - c. To register, you can submit the Association Pay (ACH) authorization form included in you coupon booklet or enroll online:
    - i. go on-line to [www.truist.com/payments](https://www.truist.com/payments) and click on “Pay now or enroll”
    - ii. Enter your Bill Pay Number – provided to you by Ambassador South or by calling Association Services at 1-888-722-6669
    - iii. Enter your Serial Account Number – 3-digit unit number followed by 5 zeroes, for example unit number 101 would be “10100000”
    - iv. Enter Unit Number followed by 5 zeros, i.e., same as Serial Account Number
    - v. Choose “Association Pay Online Enrollment”
    - vi. You will need your bank’s routing number and your bank account number as well as the name and address associated with the bank account
  - d. You can cancel or change at any time by choosing “Association Pay Cancel Form” or “Association Pay Change Form”, respectively, in step v. in the registration steps immediately above

- 2) **On-line through the Truist Bank web page** – for one-time, non-recurring payment
- i. Go to [www.truist.com/payments](http://www.truist.com/payments)
  - ii. Click on “Pay now or enroll”.
  - iii. Enter your Bill Pay Number – provided to you by Ambassador South
  - iv. Enter your Serial Account Number – 3-digit unit number followed by 5 zeroes, for example unit number 101 would be “10100000”
  - v. Enter Unit Number followed by 5 zeros, i.e., same as Serial Account Number
  - vi. Choose the desired one-time payment option - eCheck or credit card (additional fees apply if paid by credit card). Note that you also have the option of enrolling in Association Pay (method 1 above) on this web page.
  - vii. You will need to enter your bank’s routing number and your bank account number as well as the name and address associated with the bank account
- 3) **By check** – must be mailed to Truist Association Services or presented at a Truist branch together with the coupons provided by Ambassador South
- a. Write your personal Bill Pay account number (provided to you by Ambassador South or by contacting Association Services at 1-888-722-6669) on your check
  - b. Checks must be made payable to “Ambassador South Inc.”
  - c. Mail check with coupon to:
    - Truist
    - PO Box 628207
    - Orlando, Florida 32862-8207
  - d. **Post-dated checks will be processed immediately upon receipt**
  - e. Variable amounts permitted
  - f. Payments at a branch, with coupon, will be posted the following business day

4) **Bill Pay feature at your bank** – one-time or recurring payment sent by your bank to Ambassador South

- a. Please note that in most instances payments received from a Bill Pay service are not processed on the same day that funds are debited from your account. Please schedule your payment well in advance of the due date or you may be subject to a late fee.
- b. Same process that you would use to pay other bills online at your bank such as Florida Power, Comcast, etc.
- c. Enter “Ambassador South Inc.” as payee
- d. Use only the Bill Pay account number provided to you by Ambassador South as your account number. Do not add any other letters, numbers or identifying words in the account number area.
- e. Payee address is  
PO Box 628207  
Orlando, Florida 32862-8207
- f. Payee phone number is 1-888-722-6669