



P.O. Box 4585
Tualatin, OR 97062

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Assessment Payment Options

There are several methods by which you can pay.

1. **ACH (Direct Withdrawal) (recommended).** If you wish to take advantage of this free convenient ongoing automatic payment option, please complete and return the ACH enrollment form with your voided check. ACH will be taken from your account between the 8th and 11th of each month. We run it only one time per month. Homeowners on ACH do not receive statements, coupons or receipts. ACH continues unless you contact us in writing to stop. **ACH pulls current assessment amounts automatically.** You can find the form on our website at www.superiorcommunity.com, and forward to: **SCM, PO Box 4585, Tualatin, OR 97062.**
2. **Online Payments.** Bank secure website & (free) e-Check (your routing & account # needed). This option includes setting up manual recurring payments which is also called ACH on the Property Pay website, but this ACH will not automatically change your assessment payments when the budget changes and you will need to manually make an adjustment each time. **Use Google Chrome — <https://propertypay.firstcitizens.com/>**

Management ID: 5511 Association ID: (3 digits) – on your statement or call us Account Number: (10 digits ending in a 1) – on your statement or call us

Debit or Credit Card. Same website with above questions. A fee applies on these payment types.

3. **Personal Check.** Payments made by personal check must be sent with a payment coupon. Make checks payable to: **ABC Association** (Do not make payable to *Superior Community Management.*)

Mail to: **ABC Association**
c/o Superior Community Management
PO Box 63785
Phoenix, AZ 85082-3785

4. **Bill Pay.** Note that bill pay from your personal bank means that your bank will print a physical check and will mail it to the association's bank lockbox located in Arizona (address above exactly as presented). These checks often take a full week for your bank to process (even after they deduct the money from your account) so please ensure you allow enough processing time for your bank as well as USPS mail delivery time. The association bank will process your payments the same business day they are received. **Any payments sent and processed at the Tualatin office are subject to a \$10 processing fee.**

Your Bill Pay check format must contain the following information:

- 1- SCM Account Number (10 digits ending in a 1)
- 2- The Association Name
- 3- The Property Address

5. **Pay in Person.** **Any payments processed at the Tualatin office are subject to a \$10 processing fee.** Our physical address is 17400 SW Upper Boones Ferry Rd, #250, Durham.
SCM can receive your payment during these business hours: Monday - Thursday 9 a.m. - 5 p.m.