P.O. Box 4585
Tualatin, OR 97062

superiorcommunity.com
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Assessment Payments

There are several methods by which you can pay.

1. **Personal Check. <u>Payments made to the lockbox by personal check require a coupon. Please print your statement and send the bottom portion with your payment.</u>** Make checks payable to: *ABC Association.* (**<u>Do not</u> make payable to *Superior Community Management*.)**

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

2. **Bill Pay**. Note that bill pay from your bank means that your bank will actually print a physical check and will mail it to the association's bank lockbox 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 business day they receive them.

    <u>Your Bill Pay check format must contain the following information</u>:
    1- **Your Account Number** (10 digits ending in a 1)
    2- **Your Association Name**
    3- **The Property Address**

3. **Online Payments – Our bank secure website & (free) e-Check (your routing & account # needed).   There is an option for setting up recurring payments.**   www.mutualpaypropertypay.com

Management Code is:_____
Association Code is:_____
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.

4. **ACH (Direct Withdrawal).** If you wish to take advantage of this convenient <u>ongoing</u> automatic payment option, please complete and return the ACH enrollment form with your voided check. You can find the form on our website at www.superiorcommunity.com, and forward to: **SCM, PO Box 4585, Tualatin, OR 97062.** ACH will be taken from your account between the 8th and 11th of each month. We run it only one time per month.