

Dear Homeowner,

This is an important notification regarding a change in the processing of your homeowner association assessment payment and association banking relationship. Your association is transitioning to Harmony Bank (HAR) for all banking services. HAR specializes in banking community associations and provides products and services uniquely designed for community associations.

Assessment payments will now be processed by Harmony Bank. The following details are provided to assist you with making the appropriate updates to your current method of payment. **Failure to update your payment method may result in delayed payment processing and/or returned payments.**

Payment by Check

Mail your assessment payment to the below processing center for prompt and accurate processing:

Community Name
c/o Associa Principal Management Group of North Texas
P.O. Box 563
Kemp, TX 75143

1. Include your payment coupon with your check in the windowed envelope provided to ensure your payment is accurately processed to your account.
2. If you are paying for multiple properties, please send a separate coupon and check for each property.

Your Bank's Bill Pay Service

We recommend and encourage homeowners to use the bill payment service provided by their bank. If you currently utilize your bank's Bill Payment Service, please do the following:

1. **Delete the existing payment profile.** Create a new profile using the address information above.
2. Ensure the check is made payable to your association and the memo portion includes the 7-digit property account number. **This information is outlined on your payment coupon.** Please enter this into your bill pay profile as a memo.

Pay Online

As an added enhancement Associa Principal Management Group of North Texas offers additional payment methods for homeowners to pay their assessments. Please visit our website **townsq.io** for these payment options:

- One-Time eCheck – One-Time ACH direct debit @ \$XXX
- Recurring eCheck – Recurring direct debit withdrawal @\$XXX
- Credit Card - Service fee applies and is charged at the time of payment

Thank you for your prompt attention to this vital and important change which will allow us to better serve your community needs.

Sincerely,
Associa Principal Management Group of North Texas



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: _____

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

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**

To bring positive impact and meaningful value to every community.