

## Monthly Payment Options

If after reviewing these instructions, you have any questions please reach out to The Dartmouth Group's Accounts Receivable Department at 781-275-3133 or [AskAR@TheDartmouthGroup.com](mailto:AskAR@TheDartmouthGroup.com).

**\*\*WE ARE UNABLE TO ACCEPT PAYMENTS OVER THE PHONE\*\***



### *Direct Debit* Auto Payments through The Dartmouth Group

You can have all your monthly fees paid automatically from your checking account. Simply complete the attached "Authorization Agreement for Direct Debit Payments" and return it to us along with a voided check. Your bank account will be debited automatically on or around the 5th business day of every month.



### *Coupon Book* Check Payments to our Lockbox

Owners will receive a coupon book and envelopes in the mail that can be used to mail in your payment each month. These payments will be received and processed by our lockbox check processing facility in Arizona.



### *Online Banking* Payments through Personal Banking

You may use your bank's online banking service to pay your fees. When setting this up with your bank, ensure they make payments payable to your association name, they include your account number on the check and send payment to The Dartmouth Group P.O. Box 66094, Phoenix, AZ 85082-6094.



### *E - Check* Electronic Check through CIT Bank

You may make a one-time debit to your checking account initiated by you through the secure banking site of CIT Bank. Please go to [www.mydartmouthgroup.com](http://www.mydartmouthgroup.com) and log into your account, then click on **Make a Payment** and choose the **E-Check** option. You will be prompted to enter your routing and checking account number. To set up reoccurring E-check payments, please go to <https://propertypay.cit.com/> and click on **Sign up**.



### *Credit Card* Card Payment through CIT Bank

You may make a one-time charge to your credit card initiated by you through the secure banking site of CIT Bank. Please go to [www.mydartmouthgroup.com](http://www.mydartmouthgroup.com) and log into your account, then click on **Make a Payment** and choose the **Credit Card** option. There is a convenience fee per transaction for this service. To set up reoccurring credit card payments, please go to <https://propertypay.cit.com/> and click on **Sign up**.