

PROCESSING OF PAYMENTS

Please note that all payments should be mailed to **P.O. Box 844565, Boston, MA 02284-4565**. These payments are picked up directly by the Association's bank and processed the day of receipt.

For those of you who use modern conveniences, such as online banking with your individual banks, these payments should also be mailed to **P.O. Box 844565, Boston, MA 02284-4565**. It is a common misconception that since the payment is automatically deducted from your bank account that it is automatically credited to the Association's bank account. However, this is not true. Your bank will deduct the payment from your bank account and proceed to cut a check to us for the amount. The payment does not go directly into the Association's bank account when it leaves your account. It is not an electronic transfer, as most customers believe. Therefore, a paper check has to be cut and mailed.

For anyone who would like to eliminate the tedious process of writing checks, scheduling your payments online each month and/or postage fees altogether, we do have the easiest and smartest solution. UPA offers you the choice to have the payments automatically deducted from your chosen bank account on a monthly basis (or whatever the frequency of your association fees are: monthly, quarterly, semi-annually, or annually). This is called Automatic Debit (the ACH program) and there is a one-time only \$10.00 fee to use this service. We highly suggest that you take us up on this offer. If interested, please do not hesitate to contact your Association Manager and ask how to sign up for this very convenient payment option.

Or if you would prefer, you can make payments online using a credit or debit card. You can also choose the recurring payment option so your payment is always made automatically. You may also make a one-time payment. There will be a nominal fee of \$2.95 per transaction to use this online service, as well as an additional 3.0% if you pay using a credit card or debit card. If you pay using your bank account information the additional 3% will not be charged, just the \$2.95. Here are instructions on how to get started: Go to: www.unitedproperty.org. Click on "Association Management." Scroll down and click on "ONLINE PAYMENT." Go to the "New Users Registration" section about halfway down the page and fill in the boxes marked with the red asterisk.

Thank you for your consideration and cooperation. We sincerely hope that this information will be extremely helpful with all future payments.