

Three Payment Options at no cost to Owner

1. **Option 1 - Direct Debit:**

This option allows you to setup direct debit withdraw for assessments from a designated bank account. The attached form should be completed and returned with a VOIDED check for processing (electronic copy is acceptable and must be received prior to the 20th of the month for debit to begin the following month on the 9th). Mail the form and voided check to Associa, attn.: A/R department, 1225 Alma Rd, Suite 100, Richardson, TX 75081; or email to csscdirectdebit@associa.us, subject: Homeowner Direct Debit Setup.

Direct Debit will only draft your current assessment amount*

2. **Option 2 - Mail** a personal check, cashier's check or money order – made out to your HOA (community) with your HOA account number included to:

**P.O. Box 627
Kemp, TX 75143-0627**

3. **Option 3 - Auto Bill Pay from your personal bank establishment:**

You need to contact your bank to set this up. Please be sure to set up the payment to be made out to your association and that your association account number is provided. Please allow 7-10 business days for mailing.

Convenience option with a fee to third party

1. **Online payments**– Electronic checks and Credit Cards

First, you must be registered at www.townsq.io to make an online payment. Click on Login and then Need to Register.

Second, you need to login to your account to make an online payment. Click on Login, (upper right-hand corner of screen) and input your login credentials.

You will have the ability to pay by ACH/E-check, Visa, MasterCard, Discover and American Express. You will also have the option to process a one-time payment or auto-bill pay (auto-bill pay is a recurring payment that processes automatically, based on the frequency you select).

Method 1: E-Check/ACH \$2.95 (flat fee)

Method 2: AMEX, Visa, MasterCard, Discover \$2.95 (flat fee) + 3.5% of the amount processed

If you need assistance registering or paying online, please contact Town Square at (844) 281-1728 or via email at support@townsq.io.



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**

Return by mail:

Complete and send this form and a voided check to the following address:



Associa

1225 Alma Rd., Suite 100
Richardson, Texas 75081