## IMPORTANT NOTICE Regarding ACH/Direct Debit Payments

Please read the following letter and sign up accordingly to continue direct debit services for your association dues. If you are not currently on direct debit and would like to sign up for this service, please read below to learn about the automated process and how to sign up.

In an effort to provide the most secure and accurate association dues payment system a new and improved process will be implemented to pay your association bill online directly thru the community's bank, Alliance Association Bank. Please take the time to read the following information regarding your role in creating a seamless transition to this new process.

In the past, Association Books acted as a third party facilitator in the direct debit process. Beginning January 1, 2018, we will be taking ourselves out of the equation and Alliance Association Bank will be offering direct debit services for each homeowner if you so choose to have direct debit as your preferred method of payment. Outlined below is the enrollment process as well as the advantages for this upgraded service:

- You will need to access the payment portal through our website at <a href="https://onlinepay.allianceassociationbank.com">https://onlinepay.allianceassociationbank.com</a> / or your community website if applicable.
- You will create a user account and establish your profile with your email address and a password that will allow you to set up recurring e-Check payments.
- You choose the date you desire the debit to occur. This date should be approximately four days before your due date to allow for processing.
- You will be sent a reminder email approximately five days before the debit occurs.
- You will be responsible to edit the debit amount in the case of a budget increase in dues or discontinue the service should you move out of your unit. Home
- The new system includes enhancements to the user including real time validation of property information and more robust confirmation screens and emails.

Remember beginning January 1, 2018, Association Books will no longer be processing the direct debit as we have been in the past.

Please provide the following information to create a payment.  ** Requires  ** Nickname :  ** Management Company ID :  ** Association ID :  ** Unit Account Number :  ** ** Association ID :  ** ** Association ID :  ** ** Association ID :  ** Unit Account Number :  ** ** Association ID :  ** ** Unit Account Number :  ** ** Association ID :  ** As	it Account and Payment Informa	ation
* Management Company ID :  * Association ID :  * Unit Account Number :  ** Unit Account Number :	se provide the following information	n to create a payment.
* Management Company ID :  * Association ID :  * Unit Account Number :  ** Unit Account Number :  ** Unit Account Number :  ** CRAIG HINTENSTON  This share prefere :  ** CRAIG HINTENSTON  This share prefere :  ** HOME DOWN AS 12, 2009 \$453.04  This share prefere :  ** HOME DOWN AS 15, 2019  ** Professional State :  ** Professional State :  ** The share of the share in the share in the share provided in the share of the share in th		* Required Field
* Unit Account Number:  ** Unit Account Number:  ** Unit Account Number:  ** CRAIG HUNTINGTON    June   Jun	* Nickname :	
* Unit Account Number:  **Charge Huntengton	* Management Company ID :	
Annual Number Comp.  CRAIG HUNTENGTON  DING-612-945  LAN 1, 2009  S453, 04  Dink they professor  HOMEOWNERS ASSOCIATION  Plants Table Clock, assubation to room for Annual Large and the model to see the Transaction provided  They would be added to see the Transaction provided.	* Association ID :	
CRAIG HUNTROTON DBI-4-12-9-5 JAN 1, 2009 \$453.04  Those there remove HONELOWING ASSICIATION  Plants Table of the Care Association  Plants Table of the Care Association  The control of the Care Association  The control of the Care decoration of the care association and the care of the care decoration provided	* Unit Account Number :	
		CRAG FINITINGTON 080-012965 JAN 1, 2009 \$453-04  THOMEOWNERS ASSOCIATION FACE SIZE STOP 351, 2009
United belock of the control of the		HOME CRANICAL REAL ACCOUNTS AND THE COMMINATE PLOT SOOK AND THE COMMINATE PLOT S
(3) Homeowners ID (2) Association ID		

Here's what you'll need to do if you choose direct debit as your preferred method of payment. You will need the following information which is located on your payment coupon booklet:

Management
Company ID,
Association ID &

Unit Account

Number.

2657895 3153FCMP-1

Thank you for your cooperation in making this transition and enabling us to provide you with a secure, user friendly way to pay your association dues.