



Dear Homeowner,

Beginning August 1, 2019, the following conditions on eChecks will apply:

- Each eCheck processed through our online portal will incur a fee of \$1.99. This fee will be charged at the time the payment is made and will be debited from the homeowner's bank account. For example, if the payment is \$100.00, and payment is made by eCheck, the homeowner would have one debit of \$100.00 and one debit of \$1.99. This fee will be displayed to the homeowner prior to their final submission of the payment.
- If a homeowner has a recurring eCheck payment setup prior to 8/1/19, their recurring payments will not be charged the eCheck fee. A fee will be charged if they change their existing setup or add a new setup after July 31, 2019.

We do have options to avoid the \$1.99 eCheck fee:

- The homeowner can use their bank's online BillPay service. The homeowner would provide the bank with the payment address: PO Box 89, Commerce, GA 30529 and amount to be debited from the bank account.
- We will begin allowing reoccurring ACH drafts to accepted. ECheck fees do not apply to Management Company administered ACH. To be included in the ACH Draft option, the attached form must be completed, signed, and returned in office at least 7 business days before the due date. Each ACH will continued for each due date until we receive written notification to stop the ACH Draft which must be received within 7 business days of due date.

Attached is a form listing all payment options for your review. If you have any additional questions, please give us a call at 706-922-0903. Press Option 2 for Accounting.

Sincerely,

Association Link



You have multiple payment options with Association Link! You can make your payments online through our secure site, mail a check to our bank, set up e-check payments directly from your bank account, or bring in a payment to the Association Link office. If you have any questions or concerns, please feel free to contact us at hoa@associationlink.net or (706) 922-0903.

Register Online Payment

You have the option to make your payments through our online portal.

- Go to: <https://alink.cincwebaxis.com/>
- On this page you will need to register! At the top right corner, click on the "Register" button. On the next page, please follow the prompts and fill in the requested information.
- You will need to enter your property specific account number, listed on your statement.
- If you own multiple properties, you can add all your properties to the same login. Just go to the "My Profile" screen and click on "Register an Additional Property".
- **A processing fee will apply to all payments.**

Mail a Payment

You may send in a check or money order directly to our bank.

- Please make sure to include your property specific account number, listed above, your name, and your address! We do not recommend sending cash through the mail.

**Your Association Name
c/o Association Link
P.O. Box 89
Commerce, GA 30529**

Bank's Online Bill Pay Service

Set up automatic payments to be removed from your personal bank account.

- Your bank will need the address of our bank and your property specific account number as well as your neighborhood's assessment amounts and schedule.
- **No processing fees apply**

**Quantum Bank
P.O. Box 89
Commerce, GA 30529**

ACH Draft

Set up automatic payments to be removed from your personal bank account.

- ACH Authorization Form should be completed at least 7 business days before due date.
- No fee applies for ACH payments.

Hand Deliver

You have the option to bring your payment directly to us at Association Link.

- We are open Monday-Friday from 9:00 a.m. to 5:00 p.m. These hours are subject to change for Holidays and other occasions.
- If you need to make a payment outside of those hours, we have a black drop box located beside our front door. It stays locked and is always secure. You can drop your payment in this box at any time.
- Our office address is: **4420 Evans to Locks Road**



Schedule your payment to be automatically deducted from your checking account. Just complete and sign this form to get started. Please return by mail to the Association Link office 4420 Evans to Locks Rd Evans, GA 30809 or by email at accounting@associationlink.net.

Recurring Payments Will Make Your Life Easier:

- It's convenient (saving you time and postage)
- Your payment will always be on time (even if you're out of town), eliminating late charges

Here's How Recurring Payments Work:

You authorize regularly scheduled debits to your checking account. Your account will be debited the amount indicated on your billing statement.

Note: You must provide notification at least 7 days prior to your due date of any changes to your ACH account information.

Account # _____

Please complete the information below:

I _____ (full name) authorize _____ (company name) to debit the bank account indicated below on the due date for payment of my obligations.

Billing Address _____ Phone# _____

City, State, Zip _____ Email _____

Account Type: Checking/Saving **Please Circle One**

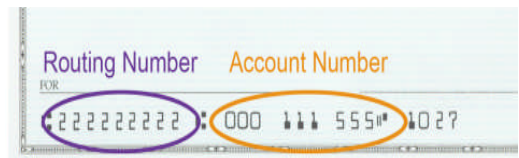
Name on Acct _____

Bank Name _____

Bank Routing # _____

Account Number _____

Bank City/State _____



Terms and Conditions: I understand and agree that any and all changes in my account information, including requests to terminate this agreement, must be in writing and be delivered to company, at the above address, at least 7 days prior to the next due date. If the payment due date falls on a weekend or holiday, I understand and agree that the payment may be executed on the next business day. I understand and agree that as this is an electronic transaction, adequate funds must be available for withdrawal from my account by the payment due date. I understand and agree that, in accordance with the collection policy, all delinquent fees and delinquent interest charges will be assessed if the amount due is not received in good and collected funds by the end of the grace period. I also understand and agree that a return item charge may be assessed for each returned ACH debit in accordance with the community's collection policy. I acknowledge that the origination of ACH transactions to my account must comply with provisions of U.S. law and agree not to dispute this recurring billing with my bank so long as the transactions correspond to the terms indicated in this authorization form.

SIGNATURE _____

DATE _____