

Association Pay (ACH) Authorization

BB&T Association Services (727) 549-1202 or toll free (888) 722-6669



Sign up to automatically pay your association payment from your checking or savings account at any U.S. financial institution. We are unable to accept authorizations for accounts located outside of the United States.

To enroll online - Visit BBT.com/payments. If your association is not set up for online enrollment, complete the authorization form below. Complete a separate authorization form for each payment obligation.

To enroll by U.S. mail - Complete the authorization form below and attach a voided check. Mail form to **BB&T Association Services, P.O. Box 2914 Largo, FL 33779-2914**. Continue to make your payments until you are notified by the bank when your automatic payment will start.

Association Pay Terms and Conditions:

- You are enrolling in Association Pay to authorize recurring payments through electronic funds transfers by ACH debit entries.
- When your payment is due, your account is debited automatically on the 3rd of the month. If the 3rd is on a weekend or holiday, your account is debited the next business day.**
- Payments will appear as **your full or abbreviated Association Name** on your bank statement.

Authorizations must be received by the 20th of the month to be effective for the next debit month. If the 20th falls on a weekend or holiday, the deadline is the last business day prior to the 20th. This Authorization will remain in effect until BB&T receives written notice from you or your association or its management company to cancel or change it. You hereby authorize BB&T to accept changes in amounts or account information or cancellation of this Authorization from the association or its management company. Notice from you must be in writing and sent to the address referenced below or faxed to BB&T Toll Free Fax: 866-297-8932. Notice must be received by BB&T on or before the 27th of the month to be effective for the next debit date. When the 27th of the month falls on a weekend or holiday, the deadline is the last business day prior to the 27th. Some exceptions apply; visit bbt.com/payments to view the Association Pay deadline calendar. You may print a Cancel or Change Request for Association Pay from the BB&T Online Payment System or online at bbt.com/payments. All payments initiated for debit are subject to acceptance by the designated financial institution. All ACH transactions authorized herein must comply with applicable U.S. law. Your completion of this authorization form indicates your agreement to be bound by the NACHA Operating Rules. For questions, contact BB&T Association Services Toll Free at 888-722-6669. Doc. ID#104

Keep top section for your records

Mail enrollments, cancels or changes to Association Pay: BB&T Association Services – P.O. Box 2914, Largo, FL 33779-2914

Attach voided check

Association Pay (ACH) Authorization

Return bottom section

Association or Community Name: The Towers Unit No. _____

Is the account that is being debited for your homeowner payment funded electronically by a financial agency outside of the U.S. territorial jurisdiction? Yes No

Bank Account Owner Name _____ Phone _____

Mailing Address _____ City _____ State _____ Zip _____

Property Address _____ City _____ State _____ Zip _____

Bank Name _____ Bank Routing No. _____

Checking Savings Account No. _____ Check box if account to debit is a business account.

By signing this authorization, you agree to the following: 1) I have read and agree to the Terms and Conditions provided and 2) I am authorized to initiate transactions on the account provided. I authorize a) the above named association to debit the account to collect my association payments b) BB&T to initiate electronic funds transfers by ACH debit entries to the account for the purpose of making those payments and c) the financial institution to withdraw these payments from my account. Doc ID#104

SIGNED _____ DATE _____

Email _____

BILL PAY ACC#:	SERIAL #:	MGT CO#:	ASSOC#:	FREQ:	DATE REC'D:
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BB&T, Member FDIC

Revision 9-15-2014

Payment Options for Owners

1. **Check** – always payable to the association. It is best to send the coupon with the check. If you do not have a coupon or invoice please note the exact address you are sending the fees in for on the memo line (and the name the unit is in if you are sending in a payment for someone else.)
2. **ACH** – Automatic withdrawal. Sign up by sending in the certificate found in the coupon book. The certificate or form sent to you by Alliant needs to be completed, signed, and must be accompanied by a voided check and mailed to BB&T Association Services. Please follow the instructions on the form. There is no cost for this and when your fees change from one year to the next it automatically changes.
3. **Bill Pay** – This is a service that you have with your bank (done online). It is best if you have a coupon for the information. The Bill Pay number on the top of the coupon and is exclusive to BB&T Association Services and needs to be on the check. Use the address on the coupon (P.O. Box in Orlando) with the Bill Pay number and the serial/unit number when sending in your payments to BB&T Association Services. There is usually no fee with this service – you will need to verify with your bank. You need to change the amount each year if applicable.
4. **Credit Card** – To use your credit card for one-time payments you may use one of two options:
 - a. **www.alliantproperty.com** – At our website there is an “Online Payment” button. Click on this and then enter the first 5 letters of your association. (If your association begins with “The” use the next 5 letters). Your exact association name is on the coupons or invoice sent to you. The next step is signing in or creating a log in. If you have your unit account number, it will help you find your account faster. Follow instructions from there. There is a fee for this service and they do offer setting up recurring payments for a fee. Keep in mind that if you use this for recurring payments when your association fees change these do not.
 - b. **www.bbt.com** – On the BB&T website click on the Business Tab. Put your cursor over the Cash Management tab and click on the far right where it says Homeowner payments through association services (or go to: <http://www.bbt.com/bbtdotcom/business/cash-management/association-services/homeowner-payments-through-association-services.page>). In the middle of this page click on the yellow button “Pay Now”. This page gives you several options. One-time online payment options do have a fee. You may also sign up for ACH’s here.

Tips: Always have an Account or Unit number on your check.
Always make the check payable to your association.
If you are paying for someone else, make sure the address and their name is on the check.
If you own two or more units, you need to send a separate check for each with its coupon.