



A FirstService Residential Company

PAYMENT OPTIONS FOR YOUR ASSOCIATION DUES

June 2014

Dear Harbour Isle East Owners:

In effort to ensure your payment is processed in a timely and efficient manner, the below payment options are available to you. We recommend using options one (1) and two (2) as they are the quickest in processing time and allows for a more accurate posting to your account. **Please note: If you were signed up with Advantage Property Management for ACH, you will need to sign up again.**

- 1) **Mail in your check with the payment stub** provided at the bottom of the billing statement. Utilizing the payment stub and the envelope provided allows the payment to be directly deposited into the association's bank account and credited to your property address/account within 2 business days from receipt by the bank.
- 2) **ACH (Automatic Check Withdraw)** – This option is **free** and allows the Association to withdraw your quarterly payments from your bank account. Payments are withdrawn between the 6th – 10th in January, April, July & October and credited to your property address/account same day. For your reference, the ACH form and instruction sheet are enclosed.
- 3) **Online Bill Pay via your bank** – When using this option to process/pay your association dues, please be sure to verify the following:
 - **payee name: Harbour Isle East & mailing address (same as the payment stub)**
 - **amount being paid (to match the amount of the billing statement)**
(Any questions concerning the billing statement please email d.atwood@bristolmanagement.com upon receipt.)
 - **property address & account number – both are very important to insure payment is credited to the correct account**

Did you know??? Utilizing Bill Pay Service withdraws the money from your account the day you provide, but takes approximately 10 business days to receive the physical check issued by your bank plus additional processing days to post the payment. If you elect this option, please be sure to plan accordingly so that your payment is received prior to the association's due date.

- 4) **PayLease** – This is a 3rd party company that accepts Visa, MasterCard, Discover, American Express & eChecks. Credit card payments incur a transaction fee of \$9.95 (regardless of the amount of the payment). eCheck payments incur a transaction fee of \$2.00. This service takes approximately 3 business days for payment to be directly deposited into the association's bank account and credited to your property address/account within 2 business days from receipt by the bank. If you elect to use this option, please be sure to use the information provided on the billing statement.

This option is offered as a convenience to owners who wish to pay using a credit card and can be accessed by visiting www.bristolmanagement.com at the bottom of the Home page under Useful Links - click on Pay Dues Online.

Sincerely,

Dawn Atwood

Dawn Atwood, LCAM


For and on behalf of the Board of Directors

ELECTRONIC FUNDS TRANSFER AUTHORIZATION FORM	
Association Name:	
Property Address: (VERY IMPORTANT)	
Your Name (First, Middle Initial, Last):	
Your Contact Phone Number:	
Your Contact Email Address:	
Month of when first payment is to be debited from your account: Please note that all payments are debited between the 5 th and the 10 th of each month.	
Name of Your Bank: (US Bank)	
ABA Number (Always the 9 digits preceding your account number on your check):	
Your Account Number:	
<p>Terms And Conditions:</p> <p>I/we hereby authorize the Association's Financial Institution or Bristol Management Services, Inc. to initiate debit entries to my/our checking account at the depository, as indicated above. I /we understand the amount of the debit may change on an annual basis according to the requirements of the Board of Directors of my Association. This authority is to remain in full force and effect until Bristol Management Services, Inc. has received written notification from me(or either of us) of its termination in such time and in such manner as to afford Bristol Management Services, Inc. and the Depository a reasonable opportunity to act on it. I (or either of us) have the right to stop payment of a debit entry by notification to Depository at such time as to afford Depository a reasonable opportunity to act on it prior to charging the account. After the account has been charged, I/we have the right to have the amount of an erroneous debit immediately credited to my account by Depository, provided I/we send written notice of such debit entry in error to Depository within 15 days following issuance of the account statement or 45 days after posting, which ever occurs first. I/we acknowledge that the orientation of ACH transactions to my/our account must comply with the provisions of U.S. laws.</p> <p style="text-align: center;">I have read the above statement and agree to its terms.</p> <p>_____</p> <p>Print your name here. Sign your name here.</p>	
<p style="text-align: center;">FAX this form to Bristol Management at : 772-878-1519</p> <p style="text-align: center;">INCLUDE A COPY OF A VOIDED CHECK.</p> <p style="text-align: center;">If your Association bills MONTHLY, funds will be taken MONTHLY.</p> <p style="text-align: center;">If your Association bills QUARTERLY, funds will be taken QUARTERLY</p>	

You may also return this form and your voided check via the postal mail by mailing to
 Bristol Management 543 NW Lake Whitney Place #101 Port St Lucie, FL 34986

SAMPLE

John Doe P.O. Box 954 Holbrook, NY 11895		0215 <small>63-689/570 BRANCH 03680</small>
DATE _____		
PAY TO THE ORDER OF _____		\$ _____
Fidelity Federal		DOLLARS
FOR _____		SAMPLE
⑆ 670040032 ⑆ 32665365 ⑆* 0532		
ABA Number	Bank Account Number	

Make Checks Payable to: Sample Condominium	
Sample Condominium 20010 Diamond Drive Rockville MD 20888-4321 555-1212	Account #: 0XX-10001 Lot #: 10001 Bill Period: Sample Payment Due: 01/01/05 Amount Due: 35.00
Re: 10001 Bank Street Dib & Betty Jones 53701 Diamondback Way Gaithersburg MD 20877-4512	Send Payment To: Sample Condominium C/O Bristol Management Services 1930 Commerce Lane Suite #1 Jupiter FL 33458 561-575-3551
	

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