
PAYMENT INSTRUCTIONS

2012

There are many ways for homeowners to pay their Association dues. Here are a few examples:

1. **ACH Automatic Withdrawal** from your checking account. Assessments will be deducted around the 8th of each billing month. To participate, fill out the attached ACH Form before the 1st of the billing month and return to: Steward Property Services, PO Box 751536, Petaluma, CA 94975-1536.* There are no fees for using this service and your assessment amount is automatically updated if changes are made by the Association.

** If you have already signed up for the ACH Automatic Withdrawal, you do not need to sign up again unless you are making changes to your account information.*

2. **Bill Pay** through your personal banking institution. Make check payable to {Your Community Name}. Reference your account number and have payments sent to SPS Remittance Inc., PO Box 51226, Los Angeles, CA 90051-5526. This is not a wire transfer. Please allow 7-10 days for timely receipt.
3. **Mail** a check with your statement or coupon stub to SPS Remittance Inc., PO Box 51226, Los Angeles, CA 90051-5526. Make check payable to {Your Community Name} and reference your account number in the check memo. Please allow 7-10 days for timely receipt.
4. **Pay Online** through SPS website, see top right corner of website "**Pay Online**". Payments may be made by either E-Check or Credit Card (fees may apply; Visa, Mastercard, & Discover are accepted).

PLEASE NOTE:

The lockbox address for remittance of your dues has changed.

Be sure to mail all payments with the appropriate information included to:

(PLEASE NOTE THIS NEW ADDRESS)

SPS Inc. Remittance Processing

PO BOX 51226

Los Angeles, CA 90051-5526

*Remember to update this address if you are using your own online bill-pay system.
Checks sent to the old address will result in delays.*

Not following these instructions may cause a delay in payment, resulting in the possibility of additional fees. Should you have questions or concerns at any time, please do not hesitate to contact our office at (707) 285-0600, or email accounting@stewardprop.com. We are always willing to help. Thank you!

HOMEOWNER AUTHORIZATION AGREEMENT FOR DIRECT PAYMENTS (ACH DEBITS)

Please provide a photocopy of a check or a voided check with the correct account number and include with this form.

Association Name: _____

Unit Address: _____

I (We) hereby authorize _____ (Assoc. Name), hereinafter called ASSOCIATION, to initiate debit entries to my (our) Checking Account / Savings Account (select one) indicated below at the depository financial institution named below, hereinafter called DEPOSITORY, and to debit the same to such account. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law.

Bank Name: _____

City: _____ State: _____ Zip: _____

*ACH/Routing Number _____ Account Number: _____
(Please verify with your DEPOSITORY for proper #)

This authorization is to remain in full force and effect until Steward Property 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 Steward Property Services, Inc. and DEPOSITORY a reasonable opportunity to act on it.

Signature(s): _____ Month (or Pay Period) to Begin: _____

Print Name(s): _____ Contact #: _____

Email (optional): _____ Today's Date: _____

Memo: _____

NOTE: ALL DEBIT AUTHORIZATIONS MUST PROVIDE THAT THE RECEIVER MAY REVOKE THE AUTHORIZATION ONLY BY NOTIFYING THE ORIGINATOR IN THE MANNER SPECIFIED IN THE AUTHORIZATION. (This means that you may cancel at any time by contacting our office)

***You must verify with your financial institution the correct ABA routing / transit number that should be used for ACH debits.**

If you have any questions or concerns, please contact our accounting office at
accounting@stewardprop.com.