

WE OFFER HOMEOWNERS A WIDE RANGE OF PAYMENT OPTIONS

PAY ONLINE

Make a one-time payment or recurring payments online at www.TownSq.io

You must be registered on TownSq to utilize this service.

(Registering for TownSq is fast and easy. Follow the steps below to get started:

- Visit <https://app.townsq.io/associa/signup>
- Enter your Account Number and Zip code (You can find your account number on the upper portion of your coupon book.
- Provide your email address and create a password

Your online payment options:

- Pay by debit or credit card. A convenience fee of \$2.95 (plus 3.5% interest of the total payment) is charged for payments made by credit card
- Pay by eCheck with a one-time electronic funds transfer by ACH debit from your checking account from any US financial institution. A convenience fee of \$2.95 is charged for payments made by eCheck.

DIRECT DEBIT (ACH)

With Direct Debit (ACH), you can have recurring payments debited directly from your checking account held at any US financial institution.

Here's how to get started:

Contact Management for a direct debit form. Follow the instructions on the form to get your account activated.

Requests received by the 20th of the month will be entered and will be activated for the upcoming month or later as desired on the application form. Payments generally post around the 5th of each month.

ONLINE BILL PAY

Save time and money by scheduling your association payment through your bank's bill pay service. The bank will issue a paper check using funds drawn from your appointed checking account. (this is not an electronic payment option)

Please refer to your Association's coupon book for your account number. Ensure your online bill pay setup reflects the following:

Payee Name: Association Name

Payee Address: PO Box 60002, Newark, NJ 07101-8052

Account Number: Use the account number that appears on your association payment coupon.

PAY BY MAIL

Mail your payment with coupon to:

Your Association Name

PO Box 60002

Newark, NJ 07101-8052

- Do not mail cash.
- Include payment coupon with every payment.
- Make checks payable to the name of your homeowner's association.
- Write your Account Number (located on your payment coupon) on your check.
- Do not send any written correspondence or documents with your payment other than the coupon