

Concord Woods Village Owners,

Please see below convenient payment options:

1. **Online bill pay:** If you are one of the many owners currently using this service, just access your personal bank account online, update the “mailing address” to **P.O. BOX 1030 Lehigh Acres, FL 33970** AND verify your designated “account” matches the coupon “account” **i.e., CWV / plus your acct # from your coupon**. To set up a new on-line bill payment directly with your bank, access your personal account online and follow instructions (your bank’s customer service hotline can provide assistance). Include your coupon account and lock box mailing address. **Please make check payable to CONCORD WOODS VILLAGE HOA, NOT Synovus.**

* Please note the Bill Pay Service is not processed electronically, but rather with a paper check. We highly recommend that payment be made at least 10 days before the due date to avoid late payments

2. **ACH payment** (*no added fee*): Simply fill out the enclosed form, enclose a voided check and mail it P.O. BOX 1030 Lehigh Acres, FL 33970, or email to lockbox@synovus.com Your maintenance payment will be automatically paid from your account quarterly (See ACH form enclosed).

Note: (Automatic Clearing House) is a secure and respected nationwide electronic network used by banks and financial institutions for transactions throughout the US.

The authorization will remain in full force and effect until condo/Homeowner Association has received written/verbal notification from me of my termination of this. PLEASE NOTIFY lockbox@synovus.com or contact your HOA to cancel your ACH.

3. **Check:** Mail your check to our new lockbox address with the enclosed coupon. The mailing address is P.O. BOX 1030, Lehigh Acres FL 33970

4. **Credit Card** (*additional convenience fee charge*): Debit/Credit Card as well as EChecks can be processed following these instructions (*see screen shots in this packet for instructions*):

5. Visit Synovus and make your payment. Their local office is ready and able to meet your needs.

Sincerely,

Concord Woods Village Homeowners Association
c/o Specialty Management Company
1000 Pine Hollow Point, Altamonte Springs, FL 32714
407-647-2622



Association Banking Services, Association Pay (ACH) Authorization

Sign up to automatically pay your association payment from your checking or savings account at any U.S. bank financial institution.

To enroll-Complete this authorization form and attach a voided check. Mail this form to Synovus / Association Banking Services, **P.O. Box 1030, Lehigh Acres, FL 33970**, or email to lockbox@synovus.com

Association Pay Terms and Conditions:

- You are enrolling in Association Pay to authorize recurring payments through electronic funds transfer 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.

*******IMPORTANT - PLEASE BE SURE TO SPECIFY START DATE OF YOUR DEDUCTIONS*******

Association Pay Authorization for ACH debit		
Association Name: Concord Woods HOA (Quarterly – CWV-001)		Unit/Acct Number & Amount (from Coupon)
Bank Account Owner Name:		Phone #
Property/Mailing Address:		
City, State, Zip		Email Address:
Bank Name:	Bank Routing #:	Account #:
I have read and agree to the terms and conditions provided and I am authorized to initiate transactions on the account information provided. I understand that I am authorizing the above-named Association to debit the account provided to collect Association Payments. NOTE: I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law. This authorization is to remain in full force and effect until condo/Homeowner Association has received written/verbal notification from me of my termination of this authorization. PLEASE NOTIFY lockbox@synovus.com or your HOA to cancel ACH.		
Signature:		Date:
Please specify START DATE to begin ACH debit:		