

ACCOUNTSULT, LLC

Accounting and Consulting for Condominium & Homeowner Associations

WAYS TO MAKE YOUR MAINTENANCE OR SA PAYMENTS

PAY BY -- ACH—Forms are available in your management office. Also, forms have been mailed to all owners. Please bring your completed form and voided check to your association office or email it to: ar@accountsult.com . **THERE ARE NO FEES FOR ACH AND YOU WILL NEVER MISS A PAYMENT**

PAY BY -- CHECK(S)—Maintenance payment coupons with return envelopes have been mailed to each owner. Mail it to the P.O. Box (below) in the envelope provided. Write on your check your name, Association name, unit # and account number (located on the coupon).

PAY BY -- YOUR BANK BILL PAY --Set up your payment online through your bank's website with the following information:

- Name of your Association
- c/o Accountsult LLC
- P.O. Box 163609
- Miami, FL 33116-3609
- Unit Owner Account Number and your name

If you don't know your Unit Account Number you can locate this number on the coupons or contact your Association or email: ar@accountsult.com

Please, make sure that you set your payment date several days before the actual due date to avoid **late fees** due to postal delays or weekends. **Write** your Unit Owner Account Number into the memo of the check and the assessment name that you are paying (Maintenance or Special Assessment)

CINC PAY — There **are** two different methods of payment:

E-check-\$2.99/per check

Credit Cards-3.5 percent fee/per transaction

First you must register.-Go to the website of <https://accountsult.cincwebaxis.com>.

When registering, **you must use the address of your property**, no offsite addresses can be used to register. Once you registered and receive confirmation that you are registered, you can make payments to all your accounts by logging into one account and just switch (toggle) to your other accounts, or Special Assessment if applicable.

Each Assessment payment must be made separately, (Monthly Maintenance and Special Assessments) otherwise it might be credited to wrong account.

Thank you, Accountsult LLC
For the Board of Directors

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