

## **Important Payment Information**

### **5 easy ways to pay your monthly fees!**

**1- Enclosed you'll find the Preauthorized Electronic Assessment Payment Services Agreement and Disclosure Statement. Please read the agreement carefully. This is the preferred method of payment. The management office will manage this service. There is no charge for this form of payment.**

**2- Enclosed is your new payment coupon book and windowed envelopes. Just place your check and coupon in the envelope, put on a stamp and drop it in the mail box. Please allow an extra day or two for the mail to be received at the lockbox.**

#### **3&4- Go to [www.cabanc.com](http://www.cabanc.com)**

**On the right-hand menu "Homeowners Pay Assessments".**

**Select either payment option "By E-Check" or "By Credit Card"**

**Complete the required information using the information on your payment coupon and check/credit card.**

**Select "submit" at the bottom of the page and your payment is complete.**

**5- Online banking: If you choose this method of payment you must instruct your bank to send the payment to the PO Box number and address found on the coupon. You must also include the account number on the check which can also be found at the top of the coupon.**

**Please consider the above method the most difficult for the lockbox and management office to process. Each bank has their own method of processing this request for the account holder. There is very little consistency from bank to bank, therefore causing many delays and mistakes in posting of these payments. These delays can often cause late fees to be charged to homeowners.**

**[Visit our website at www.CABanc.com](http://www.CABanc.com)**

**Preauthorized Electronic Assessment  
Payment Services Authorization Card  
(please print)**

ASSOCIATION NAME \_\_\_\_\_  
 UNIT ID \_\_\_\_\_  
 NAME(S) LAST FIRST MI  
 NAME(S) LAST FIRST MI  
 ADDRESS \_\_\_\_\_  
 CITY STATE ZIP  
 DAYTIME PHONE NUMBER \_\_\_\_\_

I (we) hereby authorize ACTIONVEST, hereinafter referred to as MANAGER, as agent for the association named above to initiate debit entries to my (our) checking/savings account at the depository named below, hereinafter referred to as DEPOSITORY, to debit the same to such account.

DEPOSITORY NAME \_\_\_\_\_  
 This authority is granted in accordance with the terms and conditions of the MANAGERS Preauthorized Electronic Assessment Payment Service Agreement & Disclosure Statement receipt of which I hereby acknowledge. This authority is to remain in full force and effect until MANAGER has received written notification from me (or either of us) of its termination in such manner as to afford MANAGER a reasonable opportunity to act on it.

SIGNATURE (REQUIRED) \_\_\_\_\_ DATE \_\_\_\_\_  
 SIGNATURE (REQUIRED) \_\_\_\_\_ DATE \_\_\_\_\_

**ATTACH VOIDED CHECK WITH THIS  
AGREEMENT AND MAIL BOTH TO:**

**ACTIONVEST MANAGEMENT CORP.**  
 1667 COMMONWEALTH AVENUE  
 BRIGHTON, MA 02135  
 Authorization must be received by the 15<sup>th</sup> day of the current month for processing to start the following month.

**PLEASE RETAIN FOR YOUR RECORDS**

**Preauthorized Electronic  
Assessment Payment Services**

**What:**  
 ACTIONVEST MANAGEMENT CORP. through Community Association Banc offers association homeowners an opportunity to pay their regular association assessments using automated electronic payments. Preauthorized electronic payments mean that homeowners can pay their assessments automatically without writing checks, thus eliminating the potential for late payments. In addition, the association is assured prompt, predictable payments to help better manage funds. This program is available to all homeowners regardless of where they bank.

**How:**  
 The preauthorized electronic assessment payment service uses the Federal Reserve System's Automated Clearing House (ACH) to facilitate electronic transfers from homeowner checking/savings accounts directly into the association's bank account. Funds are transferred between the 5<sup>th</sup> and 10<sup>th</sup> day of the month and appear on the homeowner's bank statement each month. Information regarding payments is reported to the association's management or bookkeeping company on the same day funds are deposited to the association's account.

If you have questions or need further information, please call our Homeowners Association experts at:

**617-783-8888, EXT. 225**  
**BERNIE.MCDONALD@ACTIONVEST.COM**

**Preauthorized  
Electronic  
Assessment  
Payment  
Service Agreement  
and Disclosure  
Statement**

**for Electronic Payment of HOA  
Assessments**

**To Enroll:**  
 Read, complete and sign the attached Preauthorized Electronic Assessment Payment Services Authorization card. Attach a voided check to the authorization card and mail to:

**ACTIONVEST MANAGEMENT CORP.**  
 1667 COMMONWEALTH AVENUE  
 BRIGHTON, MA 02135