

Making Your Association Payment **BB&T Association Services 727-549-1202 or Toll free 888-722-6669**

1) BB&T FINANCIAL CENTER

Homeowner payments for Association Services are accepted with a BB&T Association Services payment coupon at any BB&T financial center. Payments will post the following business day.

2) MAIL – THREE EASY STEPS:

1. Make your check payable to the legal name of the association.
 2. Remove the coupon from your book or included with your statement.
 3. Affix a mailing label or use one of the envelopes provided.
- Do not include non-payment correspondence when mailing your payment.

Mail checks to: BB&T Bank Association Services, P.O. Box 2914, Largo, FL 33779

3) ASSOCIATION PAY (ACH)

Have your payments automatically debited from any U.S. financial institution.

- All new enrollments received by the 20th of each month will be processed for the next payment date.
- Automatic payments are deducted on the third of each month. If the third is on a weekend or holiday, your account will be debited on the next business day.
- Complete an enrollment form for each payment obligation.

How to enroll in Association Pay

- To enroll online, see Pay Online instructions below.
- To enroll by mail, complete the Association Pay enrollment form in your coupon book or included with your statement. **Mail the form to: BB&T Bank Association Services, P.O. Box 2914, Largo, FL 33779-2914.**

4) PAY ONLINE

If your association is enrolled in the Online Payment System, you can make your payment or enroll in Association Pay (ACH) online.

Simply go to BBT.com/payments and select Pay Now.

- Pay by Credit Card - Visa®, MasterCard®, American Express®, or Discover®.*
- Pay by eCheck - A one-time electronic funds transfer by ACH debit from a checking or savings account at any U.S. financial institution.*
- Enroll in Association Pay (ACH) online - A recurring debit to your checking or savings account at any U.S. financial institution. No fee to enroll.

*Additional fees apply. A convenience fee of \$9.95 is charged for each separate payment transaction for making a payment online. The maximum payment amount is \$3,000 for a single credit/debit card payment transaction and \$20,000 for a single eCheck payment transaction. Multiple separate online payments can be submitted toward the same obligation, however, each separate payment transaction will incur a convenience fee.

5) ONLINE BILL PAY Provider

If you use an online bill pay provider, make your payment well in advance of the due date and use the bill pay account number listed on the payment coupon. This number, unique to each property address and payment obligation, is required to post bill pay payments.

- Make payment with a BB&T Association Services payment coupon.
 - Postdated checks will be processed the day they are received.
 - Write “U.S. Funds” on checks drawn on a Canadian bank account.