



HOA SERVICES PAYMENT OPTIONS

PLEASE NOTE: There is no option to pay over the phone

eCheck Online Payment - Free

How it works:

Set up a one-time or recurring payment using eCheck.

What to do:

1. Login in to www.hoabankservices.com
2. Select the red **Online Payments** button on the left navigation bar
3. Choose the gray "**Sign-In, Pay as Guest or Register**" button and login.
4. Select your association and follow the instructions on the screen

Credit Card Online Payment *

How it works:

Make a one-time payment using Visa®, MasterCard®, American Express® or Discover®.

What to do:

1. Login in to www.hoabankservices.com
2. Select the red **Online Payments** button on the left navigation bar.
3. Click on the gray "**Pay as Guest**" button.
4. Select your association and follow the instructions on the screen

***There is a \$14.95 convenience fee and a \$5,000 maximum per transaction if you pay via a credit card.**

Mail Check and Payment Coupon/Lockbox

How it works:

Mail a check payable to your association and payment coupon 5 to 7 business days before your assessment due date.

What to do:

1. Write a check payable to your homeowners association, as it is written on the coupon,
2. Mail the check and payment coupon to the address listed on the coupon.

Important: Write your homeowner account number on your check as it appears on the coupon. Payments have to be posted at the payment center on or before the due date to avoid a late fee.

Your Bank's Online Bill Pay

How it works:

Set up your community association as a payee from your bank's online pay system.

What to do:

1. Please complete your bill pay setup exactly as follows:
 - **Payee: Villages at Westminster Homeowners Association**
 - **Address 1: c/o Berkeley Realty Property Management**
 - **Address 2: P.O. Box 105007**
 - **Address 3: Atlanta, GA 30348**

Account Number: _____