



Five Ways to Pay Your Association Fees

- 1) **USPS Method:** Mail a check to Cadence Bank. The payee should be the association NOT Cadence Bank or the management company. Mail payment to the P O Box assigned to your Management Company (found on your coupon). Include your Client ID and account number on the check.
- 2) **Bill Pay Method:** Issue a check through your bill pay feature at YOUR bank. Follow the same instructions as in the USPS Method. Your bank will issue the check instead of you. This is NOT an electronic check – it goes in the mail.
- 3) **Debit Card, E-check or Credit Card Method:** Go to <https://www.cadencebank.com/Association-Services> and follow the instructions. You must have your Client ID and account number to access this website. This is a fee-based option: to pay by credit card the fee is 2.95% of the payment amount, to pay by debit card or e-check the fee is a flat \$4.95.
- 4) **Auto-pay or ACH Method:** *Easiest, fastest and FREE method.*
Complete the authorization form (Schedule D) and provide a copy of a VOIDED check from the account you want the payment to come out of. If checks are not available for the account, your bank can provide an ACH Confirmation Letter – either of these are acceptable. The request will not be accepted without one of these verifications.
- 5) **Deliver payment in person to a local Cadence Bank branch.** The offices located in Sarasota are The Downtown office at 25 S Links Ave., Sarasota and the Potter Park Office at 8592 Potter Park Dr Suite 200 (this office is in south Sarasota).