**Paying your HOA Assessments—Lots of Options**

No one likes to pay bills but it is a necessity. Your monthly HOA fees can be paid in a variety of ways, choose the one that works best for you!

**By mail with a coupon.**

Coupon books are sent at the end of the last month of the fiscal year ---mid December for the coming January for most the Associations. You can call the Customer Service Department at (703) 631-7200 if you do not receive a coupon book or need a replacement. There is no charge for the coupon book. All payment coupons are mailed to CMC  P.O. Box 61148, Phoenix, AZ 85082.

**Set up direct debit through your bank.**

You can set up a bill pay through your bank account. You will need to go your bank’s online banking services. Information that you will need includes payee, account numbers, address and phone. The payee is the name of your association. Your account number must be entered. This must be done for each of your accounts. You can pre-set your payment date or choose to do send a payment manually each month. Please allow enough time to have your request processed – please note that while some banks process payments electronically, some banks still write a paper check and mail to the bank. The address is CMC, PO Box 61148, Phoenix, AZ 85082-1148; phone (703) 631-7200. Major banks generally do not charge for setting up bill payments.

**Set up a direct debit.**

A Direct Debit form must be completed for each account. A void check needs to be attached to the form. The form and check can emailed/mailed or faxed: CMC, PO Box 10821, Chantilly, VA 20153; fax to (703) 631-9786; email to [askus@cmc-management.com](mailto:askus@cmc-management.com). Forms can be obtained from Customer Service at 703-631-7200 or ASKUS@cmc-management.com.

There is no charge for starting Direct Debit or making a change to an existing Direct Debit. The Direct Debit has to be received by the 10th of the month prior to the Direct Debit being started or changed. For example, the May Direct Debit would need to be received on or before 10 April to be put into effect.

All customers must notify CMC to stop or change the Direct Debit; you cannot just tell your bank. Written notice must be sent to make any changes. The amount withdrawn will automatically adjusted if the assessments increase or decrease.

***SELLING?*** Please send written notice prior to settlement to discontinue the direct debit. It can take 2-4 weeks to process the closing of an account and payments will continue to be deducted.

**Pay in Person.**

Customers can come into the CMC Corporate Office during regular business hours:   Monday-Thursday from 9-5 and Friday from 9-2 to make payment. Office is located at 4840 Westfields Blvd., Suite 300, Chantilly, VA. Payments can be made by personal check, money order or certified bank check ---NO CASH OR CREDIT CARD PAYMENTS. No payments are accepted at the onsite community office.

**Pay online at** [**www.cmc-management.com**](http://www.cmc-management.com)**.**

On the CMC website, you must register your account number to make payments. We use a third party vendor for this services, Pay Lease. On the Pay Lease page, choose either an e-check payment or credit card payment. The fee for e-check is $2.95. Credit card payments are $2.95 + 3.5% of the amount of the payment. Accepted credit cards include: VISA, MasterCard, American Express, and Discover. The fee is applied each time a payment is generated and you are charged for each payment. Forgot your password? Technical problems? Call Associa IT at (866) 295-0402.