

Rockville Tudor Apt. Corp.

MEMORANDUM: Auto Payment Options and Set-up Directions

We are excited to offer you the payment options and services of Union Bank Homeowner Association Services. If you have any questions concerning any electronic payment option, please phone the Union Bank customer information and help desk at (888) 705-0600.

If you have any questions regarding the status of your account, please contact Alexander Wolf & Company Inc. at (516) 349-0540.

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

- Click www.hoabankservices.com link to login (you will be automatically routed to UnionBank).
- Select the "Make a Payment" button located below the Online Payments for Homeowners header (left margin).
- If you have previously created an account, login below the Returning User header with your username and password and follow the instructions on the screen.
- If you are a new user and would like to set up an account, select the "Create an Account" button below the Register for an Account header and follow the instructions on the screen.
- If you are a new user and do not wish to create an account, choose the "Make a One-Time Payment" button at the Make a One-Time payment as a Guest header and follow the instructions on the screen. * **

Credit Card Set up a one-time payment using Visa®, MasterCard®, American Express® or Discover®.

- Click www.hoabankservices.com link to login (you will be automatically routed to UnionBank).
- Select the "Make a Payment" button below the Online Payments for Homeowners header.
- Select the "Make a One-Time Payment" button at the Make a One-Time payment as a Guest header and follow the instructions on the screen. * **

There is a \$14.95 convenience fee and \$5,000 maximum payment amount per transaction.

The setup of recurring credit card payments is not an available option.

Mail Check

- Write a check payable to "Rockville Tudor Apt. Corp." and note your Homeowner Account or unit number. This number is shown on your monthly billing statement and begins with the letter "t".
- Mail the check and payment coupon to the remittance address listed on coupon.
- Mail a check and your provided coupon 7 to 10 business days before the due date.

Your Bank's Online Bill Payment Service Set up your community association as a payee on your bank's online payment system.

Please complete your bill pay setup as follows:

- * Payee: Rockville Tudor Apt. Corp.
- * Address: P.O. Box 531307, Atlanta, GA 30353-1307
- * Address 2: c/o Alexander Wolf & Company

Important: Please reference your Account Number which is shown on your monthly billing statement and begins with the letter "t".

NOTES * The "Homeowner Association Name" data field, begin to enter "Rockville Tud...." and select the "Find" button. Select the "Rockville Tudor Apartment Corp" account.

** The "Homeowners ID, Account or Unit Number" is your Account Number which is shown on your monthly billing statement and begins with the letter "t".