

Important Information – Payment and Statement Delivery Options

Dear Homeowner:

At CCMC, we are constantly striving to provide important services to you. We are continuing to make available **direct debit, electronic checks** and **credit card** options for ease in payment of assessments. We also have two statement delivery options that you may choose from.

Multiple Accounts

When paying by mailing in your payment, or through your online bill payment service, it is imperative that separate checks and envelopes be used for each account. Each check should also list the account number to ensure timely and proper posting to the correct accounts. The remittance address for your mailed payments is:

**P. O Box 105260
Atlanta, GA 30348-5260**

Please make sure you mail your coupon/statement stub with your payment.

Any payments that cannot be processed automatically by the payment processing service center will be processed by converting your paper check into an electronic check transaction.

Direct Debits

We continue to make the direct-debit payment option available at no charge. **Please see attached application.** If you are set up for direct-debit and your assessment has changed, the new amount will automatically be deducted.

Electronic Checks & Credit Card Payments

In order to use either of these two services, please visit our web-site at www.ccmcnet.com. On the Home Page, please select the tab titled “Pay Online” and follow the instructions. From there you will be linked to Smartstreet, the processing service center.

There is a **\$14.95** processing fee *per credit card transaction*. Please note there is no charge for electronic check transactions. American Express, Discover, Master Card and Visa will be accepted. If you have recurring electronic check payments with Smartstreet and **your assessment has changed**, it will be necessary to update your payment information with Smartstreet. If you wish to make any changes to your account with Smartstreet, you may access it through our website. CCMC and Smartstreet are not related companies. To comply with privacy laws, we do not share personal information.

Bill-Payment Services

If you are using a bill-payment service please review your account number and remittance address. Many bill-payment services remit electronically and the correct account number is essential for proper posting. Your account number is twelve digits with no dashes or spaces. If your assessment has changed, you must also update your bill-payment processor.

Statement Delivery Options

You may choose to have your assessment billing statement delivered to you via email instead of the default option of paper delivery. You may sign up for eStatement assessment billing at <https://ccmcnet.opt-e-mail.com/signup>. You will need your homeowner account number and the street number of your property in order to signup. No action on your part is required if you prefer paper delivery. Electing to have your statement delivered electronically does not change any established payment method you have in place.

Thank you for your attention to these matters. We value our clients’ input and if we can be of further assistance, please call 1-866-244-2262.

Sincerely,
CCMC

AUTHORIZATION AGREEMENT FOR DIRECT DEBIT

FOR: CCMC

I (we) hereby authorize CCMC hereinafter called Company, to initiate debit entries to my (our) Bank account indicated below at the depository named below, hereinafter called Depository, to debit the same to such account.

Depository Name:

CCMC as Agent of the Association
8360 E Via de Ventura, Ste 100 Bldg L
Scottsdale, Arizona 85258-3172
(866) 244-2262

The authorization is to remain in full force and effect until COMPANY has received written notification from me (us) of its termination in such time and such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.

I wish to:

- Establish a new Direct Debit Account
- Change the bank account my debits are drawn on
- Cancel my Direct Debit Account

Association Name: _____

Association Account #: _____ Start Date: _____

Association Account #: _____ Start Date: _____

Name(s): _____
Please Print Please Print

Email Address: _____

Specify Checking or Savings

Routing #: _____ Account #: _____

Signed: X _____ X _____

PLEASE ATTACH A VOID CHECK (NOT DEPOSIT TICKET) & RETURN TO:
CCMC
8360 E VIA DE VENTURA STE 100 BLDG L
SCOTTSDALE, ARIZONA 85258-3172

Note: All written debit authorizations MUST provide that the receiver may revoke the authorization only by notifying the originator in the manner specified in the authorization.

FOREIGN BANK ACCOUNTS ARE NOT ELIGIBLE FOR THIS PROGRAM.