

SaddleBrooke HOA #1 Procedure for Paying HOA Statements Online

Number 2	Account Number 1234567	Date Due OCT 1, 2007	Amount Due \$200.00
RICHARD SAMPLE <small>Make check payable to:</small>		If RECEIVED After OCT 15, 2007	Pay This Amount \$210.00
3 Community Association Banc <i>Please Pay Promptly To Avoid Late Charges</i> SAMPLE ONLY			
4 PROPERTY NAME C/O MANAGEMENT COMPANY 123 MAIN STREET YOURTOWN, USA 99999-9999			
1234 000CAB 00000000001234567 000000000000 020000 6 1 2 5 			

Beginning December 15, 2010 HOA members will be able to pay their HOA billings including HOA fees, Golf fees, Golf charges and F&B charges online. This service is provided by Community Association Banc (CAB), a division of Mutual of Omaha Bank.

Payment options are by eCheck or Credit Card (MasterCard, Discover or American Express – Visa is not accepted at this time). You will need the following information to complete the process:

(SEE EXAMPLES ON THE FOLLOWING ILLUSTRATIONS OF WHAT YOU NEED TO ENTER IN EACH FIELD)

- Your SaddleBrooke HOA #1 “**Member Number**” (on your card and statement).
1. Management Company ID: **1135**
 2. Association ID: **SADD**
 3. Association Name: **SADDLEBROOKE HOA #1**
 4. Management Company: **SBHOA#1**
 5. For eChecks you will need your checking account number and routing number, both numbers are located on the bottom of your check. (see illustrated example)

eChecks are free of charge and are a direct debit from your bank account, just like a check. These can take up to 5 days to be processed so **be sure to allow enough time before your payment is due when paying via eCheck.**

Credit Card payments will post by the next business day. There is a fee charged to you for the use of a credit card. The fee scale is as follows:

\$0 - \$150.00	\$ 5.00 (five dollars)
\$150.01 - \$300.00	\$10.00 (ten dollars)
\$300.01 - \$500.00	\$15.00 (fifteen dollars)
\$500.01 and up	\$25.00 (twenty-five dollars)

Log into Community Association Banc at www.cabanc.com or click here on the house:



Look towards the lower right corner for "Homeowners Pay Assessments." Select your choice of payment (eCheck or Credit Card), click and follow the step-by-step instructions. Copies of the screens and what you will need to enter in each field are below. By December 20, 2010 you will be able to go to the

homepage of the website (click) ➔  Once you are on the website, click on the home as shown above to make your payment! It's that easy!

The following examples are the screens that you will see when you log in to make a payment. Also there is an example of making a payment with an "eCheck" and where you will find your routing number and account number on your check.

We accept the following credit cards:

(Due to Visa regulations, effective 03/30/2007 at 12:00 PM MST, CABanc will no longer be accepting Visa Credit Cards as a method of payment)



YOU WILL BE CHARGED A CONVENIENCE FEE FOR THIS TRANSACTION

Credit Card Billing Information

* First Name:

* Last Name:

* Address:

* City:

* State/Province:

* Zip:

* Phone #: () -

* Email:

Property Address (if different from billing address)

(Property Address Is Not Needed For Timeshare Owners)

Address:

City:

State:

Zip:

Payment Amount	Fee
0 – \$150.00	\$5.00
150.01 – 300.00	\$10.00
300.01 – 500.00	\$15.00
Greater than \$500.01	\$25.00

* ❶ Mgmt Co. ID

* ❷ Assoc. ID

* ❸ Association Name:

* ❹ Mgmt Company:

* ❺ Assoc. Account #:

* Name as it appears on credit card:

* Payment Amount: US \$ *cannot exceed \$9,999.99*

* Card Type:

* ❻ Card Number:

* ❼ Card Expiration Date: /



****Please use billing address for the credit card.**

**A convenience fee is charged for credit card payment requests. Payments could take up to 5 days to be posted to your account. In order to avoid late charges by your Association, payment should be submitted 5 days prior to your due date. Authorized charges to your credit card account will be processed for the amount indicated above (including convenience fees). Payment collected (excluding convenience fees) will be deposited to the checking account of your ASSOCIATION, maintained with the BANK, and will be reported to the ASSOCIATION, its managing agent or designated representative in a timely manner.

Convenience Fee Amounts are based on the base payment amount.

Payment Amount	Fee
0 – \$150.00	\$5.00
150.01 – 300.00	\$10.00
300.01 – 500.00	\$15.00
Greater than \$500.01	\$25.00

Total Credit Card Charge will be:	
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Paying by eCheck:

* ❶ Mgmt Co. ID	<input type="text" value="1135"/>
* ❷ Assoc. ID	<input type="text" value="SADD"/>
* ❸ Association Name:	<input type="text" value="SaddleBrooke HOA #1"/>
* ❹ Management Company:	<input type="text" value="SBHOA#1"/>
* ❺ Association Account Number:	<input type="text"/>
* Name as it appears on check:	<input type="text"/>
* Payment Amount:	<input type="text"/> US \$ <i>Cannot exceed \$9,999.99</i>
* ❻ Checking Acct #:	<input type="text"/>
* Bank Name:	<input type="text"/>
* ❼ Routing #:	<input type="text"/>



The routing number is the first set of numbers (example 7). Your account number is the 2nd set of numbers (example 6) as shown above.

PLEASE NOTE: Payments could take up to 5 days to be posted to your account. In order to avoid late charges by your Association, payment should be submitted 5 days prior to your due date. Authorized charges to your checking account will be processed for the amount indicated above. Payment collected will be deposited to the checking account of your ASSOCIATION, maintained with the BANK, and will be reported to the ASSOCIATION, its managing agent or designated representative in a timely manner.

Total Checking Account Charge will be:	\$ xxx.xx
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I hereby authorize Community Association Banc to initiate ACH entries to my checking account at the financial institution indicated above. I acknowledge that the origination of the ACH transaction to my account must comply with the provision of US law.

We are excited about bringing you these payment options. If you have any questions please call the Administration Office and speak with Delores Kirwan or Linda McAlister.