

HOMEOWNERS HAVE SEVERAL WAYS TO PAY THEIR ASSOCIATION FEES

- 1) Mail your check with the Coupon to the Address indicated on your coupon
***** (DO NOT SEND POSTDATED CHECKS) *****
***** CAN NOT MAKE PAYMENTS BY PHONE *****
- 2) Make payments through the Portal
 - A) Create Login and Follow Prompts
 - B) Your Association Website address: https://frontsteps.cloud/CaliberWeb2_SpiresAssoc
(We do need a current email address on file to access the Portal)
 - C) This will give you access to your account to make payments, address changes, view account history, etc.
 - D) FEES APPLY for Credit Card payments
- 3) On-line banking through your personal bank
 - A) Make check payable to your Association
 - B) Note your full coupon account number on the "MEMO" line on the face of your check
 - C) Remit payments to the address on your coupon
- 4) Direct Debit from a US bank checking account (No Fees to process) need "VOID CK" – Fax/Email Form
***** THIS IS THE PREFERRED Option *****
 - A) Complete the authorization form below for processing to begin the following Due date

Pre-authorized Electronic Payment Authorization Form

(Please print in BLACK ink)

Association Name: _____

Property Address: _____

Account Number from coupon: _____ **Due Date to Start ACH:** _____

Your Mailing Address (if different from above): _____

Your Name: _____ **Phone:** _____ **Email:** _____

Your Name: _____ **Phone:** _____ **Email:** _____

ACH REQUEST WILL BE PROCESSED BETWEEN THE 5TH – 10TH OF THE MONTH THEY ARE DUE AND WILL POST TO YOUR ACCOUNT

******* For ACH setup: RETURNED THIS SIGNED FORM & "VOID" CHECK by Fax, US Mail or E-mail: *******

US MAIL: SPIRES & ASSOCIATES PA, 12734 KENWOOD LN STE 25, FORT MYERS FL 33907-5639

FAX: 239 936-4941 or EMAIL: renee@spiresassociates.com; julia@spiresassociates.com

X _____ **Date:** _____

FORM MUST BE SIGNED AND DATED ABOVE TO BEGIN THIS PROCESS