

Ways to Pay Your HOA Dues

Automatic, Debit, Credit Card, or One-time Only Payments with Alliance Association Bank



You can set up monthly recurring ACH payments**, make a debit/credit card payment, or make a one-time only payment online using your bank account and routing number (e-check). Please note-Alliance Bank charges \$1.95 for ACH for one-time payments.

Go to www.collins-mgmt.com/alliance to set up your account. First-time users will need to register by providing information found on the bottom line of your payment coupons:

- (A) Management Company ID: **7443**
- (B) Association ID: **without the leading zeroes**,
- (C) Property Account #: (your HOA account number **without the leading zeros**)

John Smith	Account Number 12345	Date Due Jan 1, 2018	Amount Due \$199.99
Make checks payable to: HOMEOWNERS ASSOCIATION NAME		Pay Due After Jan 15, 2018	
Please make check payable to your Association and be sure to use the return envelopes provided.			
Homeowners Association c/o Management Company Processing Center P.O. Box 000000 Las Vegas, NV 89193			
0000 00010A 000000000012345 SMITH00000000 19999 7			
Property Acct Number (C)			
Association ID (B)			
Management Company ID (A)			

If you have not received your coupon book you can email info@collins-mgmt.com and ask for the account number.

Please note, e-check payments are free however, credit cards are charged a 3% fee, and debit cards are charged a flat fee of \$5 to pay merchant services. Alliance Bank can be reached at: 844-739-2331.

*** Please note: If your assessment amount changes and you are on autopay with Alliance Bank, your assessment amount will be changed accordingly. However, if you are using your own online bill-pay, you will be responsible for updating the amount yourself.*

Your Bank's Bill Pay Service and Personal Checks Sent by Mail

To sign up with your bank's bill-pay, call or login to your bank's website and ask for/look for bill-pay services. Please make sure any bill-pay or personal checks meet the following criteria:

- 1) Make your payments out to the name of your HOA
- 2) Reference your HOA account number on the payment or on the memo line
- 3) Mail to the address below:

(Your HOA Name)
c/o Collins Mgmt. Co. Processing Center
P.O. Box 96624
Las Vegas NV, 89193-6624

Overnight Delivery of Checks and In Person at the Collins Management Office

Please note that your payment is not considered "received" until Alliance Association Bank receives it, not Collins Management. To avoid processing delays, you are encouraged to mail your payment directly to Alliance Association Bank; however, you may drop off your payments in person to our office. Checks will be mailed to Alliance Association Bank at the end of each business day. For security purposes, **we do not accept cash**. We only accept cashier's checks, personal checks and/or money orders.

For overnight deliveries of your payment, please mail your check, payable to the name of your HOA, along with your coupon, to **c/o Collins Management, 500 Alfred Nobel Drive, Suite 250, Hercules, CA 94547**. **Note:** Overnight deliveries of payments are only necessary when you are at risk of receiving a late fee. Please write your account number on your check.