

WESTMINSTER COMMUNITY ASSOCIATION

HOA Payment Instructions

- 1) Mail your check with the Coupon to the Address indicated on your coupon
- 2) Make payments through the Portal
 - A) Create Login and Follow Prompts
 - B) Your Associations Portal Website address: https://caliber.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
 - 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 - **FORM MUST BE SIGNED AND DATED ABOVE TO BEGIN THIS PROCESS**

Association Name: **WESTMINSTER COMMUNITY ASSOCIATION, INC.**
Property Address: _____

Account Number from coupon: _____

Due Date to Start ACH: _____

Mailing Address (if different from above): _____

Name: _____

Phone: _____

Email: _____

ACH REQUEST WILL BE PROCESSED AROUND THE 7th DAY OF THE MONTH THEY ARE DUE AND WILL POST TO YOUR ACCOUNT.

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

US Mail: SPIRES & ASSOCIATES PA.
2734 KENWOOD LN 25,
FORT MYERS FL 33907-5639

FAX: 239 936-4941

EMAIL: karenh@spiresassociates.com; renee@spiresassociates.com; julia@spiresassociates.com

FOR QUESTIONS PLEASE CALL THE SPIRES OFFICE AT (239) 936-4336

Signed

Date