

# Palma Sola Bay Club Association, Inc.

## Payment Options for Dues and Assessments

### Pay Your Homeowner Payment or Enroll in Automatic Payment Online!

Visit us at [Truist.com/payments](https://truist.com/payments) to make your payment in any of the ways outlined below.

#### Enroll in Automatic Payment with Truist Association Pay (ACH)

- Automatically deduct your payment from a bank account at a U.S. financial institution.
- Payments are debited on the third of the month. If the third is on a weekend/holiday, debit is the next business day.
- Enroll through the 25th of the month to be effective for the next debit month.
- Cancel and change requests must be submitted to Truist in writing and received by the 27th of the month to be effective for the next available debit date. Obtain cancel or change form at [Truist.com/payments](https://truist.com/payments).
- Send cancel or change requests to Truist Association Services by mail to P.O. Box 2914 Largo, Florida, 33779, fax to 727-548-0277 or secure email to: [asdautopay@truist.com](mailto:asdautopay@truist.com). Include your name, association name, unit number and phone number.

#### Pay by Debit or Credit Card

- Pay by Visa®, MasterCard®, American Express® or Discover®.
- Payments are processed the next business day.
- All debit cards issued by a U.S. financial institution will incur a flat \$4.95 convenience fee.
- The convenience fee incurred on debit cards issued by a non-U.S. financial institution varies.
- All credit cards will incur a convenience fee of 2.95% of the payment transaction amount.
- The exact convenience fee will be displayed before a payment is submitted online.

#### Pay by eCheck

- Make a one-time electronic funds transfer by ACH debit from a checking or savings account at any U.S. financial institution.
- Payments may take up to four business days to process.
- There is no convenience fee charged for payments made online by eCheck.

#### Online Payment Instructions

**Step 1:** Go to [Truist.com/payments](https://truist.com/payments) and select [Pay Now/Enroll link](#).

**Step 2:** Enter your unique information (obtained via email from Property Management).

**Step 3:** Select a payment method that will display after you enter your information.

**Step 4:** Enter your payment information. Enter your email to receive a receipt via email.

**Step 5:** Read and agree to the terms and conditions

**Step 6:** Submit your request and retain your receipt for your records

Direct questions regarding your homeowner payment to Property Management