



## Payment Options

### Multiple Accounts

When paying by mail or through your online bill payment service, it is imperative that separate checks and envelopes be used for each account. Each check should also list the account number to ensure timely and proper posting to the correct account. The remittance address for your mailed payment is: **PO BOX 105260, Atlanta, GA 30348-5515**. Please make sure you mail your coupon/statement stub with your payment. Any payments that cannot be processed automatically by the payment processing service center will be processed by converting your paper check into an electronic check transaction.

### Direct Debits

FOREIGN CHECKING ACCOUNTS ARE NOT ELIGIBLE FOR THIS PROGRAM. Sign-up to have your assessment payment automatically drafted from your bank account the month your payment is due. Visit our website <http://www.ccmcnnet.com/pay-online/> to download the Direct Debit Signup Form. The form must be completed and returned along with a VOIDED check to participate in this program. If you choose this option, CCMC will initiate debit entries to the account you specified on the completed form for the assessment ONLY. The authorization will remain in effect until it is cancelled in writing or ownership changes.

### Electronic Checks & Credit Card Payments

In order to use either of these two services, please visit our website at <http://www.ccmcnnet.com/>. Select the "Payment Options" link; and select the state the property is located in. From there, you will be linked to Union Bank, the processing service center.

While there is a \$14.95 processing fee per credit card transaction using American Express, Discover, Master Card and Visa. There is **no charge** for electronic check transactions. If you have recurring electronic check payments with Union Bank and your assessment has changed, it will be necessary to update your payment information with Union Bank. If you wish to make any changes to your account with Union Bank, you may access through our website. CCMC and Union Bank are not related companies. To comply with privacy laws, we do not share personal information nor does CCMC have access to your recurring payment profile.

### Bill Payment Services

If you are using a bill payment service, please review your account number and remittance address. Many bill payment services remit electronically and the correct account number is essential for proper posting. Your account number is twelve digits with no dashes or spaces. If your assessment has changed, you must also update your bill payment processor.

### Statement Delivery Options

You may choose to have your assessment billing statement delivered to you via email instead of the default option of paper delivery. You may sign up for eStatement assessment billing at <https://ccmcnet.opt-e-mail.com/signup>. You will need your homeowner account number and the street number of your property to sign up. No action on your part is required if you prefer paper delivery. Electing to have your statement delivered electronically does not change any established payment method you have in place.