

PAYING YOUR STRATA FEES WHAT ARE THE OPTIONS?

1. ONLINE BANKING

Online banking gives you complete control over your strata fee payments and the assurance that your strata fees will be paid on time every month. You can eliminate stamps, envelopes and paperwork – it's the green way to pay! And there is no need to inform us if you change banks or bank accounts – you choose which account to pay from.

Follow these simple steps to set up online strata fee payments:

1. Sign onto your online banking site.
2. Go to the bill payment option.
3. Add Associa British Columbia Inc. as a Payee.
4. You will be asked to provide an ID number. Your ID number is

S00VR25500 ___ ___ ___

Fill in the 3 blanks with your strata lot number. Do not use your suite number. If your strata lot is only 1 or 2 digits put zeros, not O, in the first blanks.

5. Enter your payment amount and payment date. Please note that your **strata fees are due on the 1st of each month** and it will take 1 to 3 business days for your payment to reach us. As your strata most probably assesses late penalties on payments received after the 1st, we suggest you set the payment date around the 26th of each month for payment the following month.
6. For added convenience we highly recommend you set your strata fee up as a recurring payment.
7. Follow any other instructions required by your financial institution and you are done.

You now have complete control over your strata fee payments and the peace of mind of knowing that your strata fees will be paid on time each month.

Any questions or problems? Just give our Client Service Centre a call, toll free from anywhere, at 1-877-591-6060.

2. PERSONALLY APPROVED PAYMENTS – PAP

By signing up for Personally Approved Payments you are authorizing your bank to transfer a specific amount of money to the strata corporation's bank on the 1st of each month. Once in place the monthly transfer will occur automatically and if your strata fees change, your monthly deduction will automatically change as well.

Follow these steps to set up Personally Approved Payments:

1. Complete the enclosed Pre-authorized Payment Service Agreement and return it, along with a VOID cheque, to our office. You may mail, fax or email the information to us. Our contact information is at the bottom of the form.
2. Remember to let us know if you make any changes to your banking arrangements.

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