

**Warfields II HOA Dues/Assessment
AVAILABLE PAYMENT OPTIONS
by Tidewater Property Management**

Tidewater Property Management, Inc. is pleased to announce that you now have **four different ways to pay your fee – ACH/Auto Debit, Online via eCheck or Credit Card, US Mail or Bill-Pay**. Please see below to learn more about the multiple payment options now available as a result of our banking relationship with SmartStreet, a division of RBC Bank.

ACH/Recurring Automatic Debit

How does it work? Your account is automatically debited when your assessment is due. ***Please note that only MONTHLY and QUARTERLY dues are able to be paid with this method.**

What do you need to do? Go to www.tidewaterproperty.com, and select our Property Management site. When you place your cursor over 'Community Associations' on the left, a dropdown menu will appear – click 'Downloadable Forms'. The Direct Debit Application form is the first form under General. Print and complete this form, then send it with a voided check to Tidewater Property Management, Inc., Attn: Accounting Department, 3706 Crondall Lane, Suite 105, Owings Mills, MD 21117. This automatic debit will renew automatically each year, including any fees adjustments. Should you choose to use this option, automatic debits will remain continuous until you sell the property, or you request cancellation by submitting the Direct Debit Cancellation form also available at tidewaterproperty.com

Online Payment via eCheck or Credit Card (one time & recurring options)

How does it work? You set up a one time or recurring payment using eCheck, MasterCard, American Express or Discover. *Please note that recurring payments will need to be updated every year.*

What do you need to do? Simply follow the directions below:

- Log in to www.mysmartstreet.com
- Select "Online Payments" **YOU WILL NEED YOUR ACCOUNT NUMBER FOR THIS OPTION.**
- Choose "One Time Credit Card Payment", "One Time eCheck Payment" or "Recurring Payment"
 - Note: You will need a login ID to set up a recurring online payment which can be obtained by selecting "Register Now" and completing the form.
 - Recurring payments through Smart Street only recur for one calendar year from date of enrollment. Please be sure to re-enroll each year to ensure payments are made on time.
- Select your homeowner's association and follow the instructions on the screen
 - There is a \$9.95 convenience fee and a \$5,000 maximum per transaction, if you pay via credit card.

US Mail/Lockbox

How does it work? You write a check and mail it in every time your assessment is due.

What do you need to do? Write a check payable to the name of your association and mail it along with your payment coupon (if applicable) or statement to the address listed on the statement/coupon.

Important: *Please write your account number on the check to ensure it is properly posted to your account.*

Your Bank's Online Bill-Pay

How does it work? Set up your association as a payee with your bank's online bill-pay. (Please be sure to list your association as the payee and NOT Tidewater Property Management, Inc.)

What do you need to do? Please complete your bill-pay setup exactly as follows:

- **Payee:** Name of your Association
- **Address 1:** c/o Tidewater Property Management, Inc.
- **Address 2:** 211 E. Lombard Street PMB #134
- **City:** Baltimore **State:** MD **Zip:** 21202-6102
- **Account Number/Reference Number:** Your account number listed on your coupon or statement