



FirstService
RESIDENTIAL

Attention Residents

IMPORTANT BILLING CHANGES

Dear Resident,

Recent national changes to USPS delivery times have impacted the delivery and processing of monthly assessment payments mailed via the postal service. To ensure timely processing of your payments, **effective January 1, 2022**, please note the following important changes to the way your payments should be mailed moving forward.

Change of Mailing Address for Payments

Please note our mailing address has changed for accepting payments made by paper check, money order, and through your bank's Online Bill Pay feature. If you choose to pay by check or money order, please mail your payments to the address below moving forward. **If you pay through your bank's online Bill Pay feature, please log in to your online banking account and update the payee's address as listed below:**

Association Name
c/o FirstService Residential
P.O. Box 30427
Tampa, FL 33630-3427

Please continue to make checks payable to the entity listed on your statement or coupon, include the remittance slip with your payments, and write the account number found on your statement or coupon in the notes section of your check or Online Bill Pay settings.

Manage & Pay Your Charges Online

If you aren't already taking advantage of this payment option, we request that you create an account with our provider, **ClickPay**, and make individual or automatic payments online by e-check (ACH) at no cost to you or by credit and debit card for a nominal fee.

www.ClickPay.com/FirstService

- 1 Click **Register** and create your online profile with **ClickPay**
- 2 **Connect Your Home** using the account number found on your coupon or statement
- 3 Set up **Automatic Payments** or click **Pay Now** to make one-time payments

For help with your account or setting up payments online, please contact **ClickPay** through their online help center at **www.ClickPay.com/GetHelp**.