

PCMS and the Hillcrest at The Farm Owners Association Board of Directors are pleased to announce that a new operating account has been activated for our community members and with this new operating account you will have **four different methods to utilize to pay your assessments – Online via eCheck or Credit Card, ACH/Auto Debit, US Mail or Bill-Pay.** Please see below to learn more about the multiple payment options now available.

**Online Payment Via eCheck or Credit Card (One time & recurring options)**

**How does it work?** PCMS provides two different payment portals where owners can process online payments. There are options for recurring payments. Certain payments may incur a fee.

**What do I need to do?** Go to our company website and you will be rerouted to one of the payment portals available for homeowner's payments

Log in to [www.pcms.net](http://www.pcms.net)

Select "Online Payments". Please follow the directions for the payment portals.

**Fees may apply.**

**ACH/Recurring Automatic Debit**

**How does it work?** Your account is automatically debited when your assessment is due.

**What do I need to do?** Contact PCMS at 303-224-0004 x308/309, or email your request to [accounting@pcms.net](mailto:accounting@pcms.net) to obtain an ACH Authorization Form. Then complete the form and send it with a canceled check to the address listed on the form, you can return this form via fax or email if it is more convenient. ***Once this is set up it does not expire or cancel until written notice is received in our offices.***

**US Mail/ Lockbox**

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

**What do I need to do?** Write a check payable to your homeowner's association and mail it along with your payment coupon to the address listed on the coupon. **Important: *Please write your homeowner account number on the check also.***

**Your Bank's Online Bill-Pay (we are an electronic payee for many bill pay providers)**

**How does it work?** Set up your HOA as a payee with your bank's online banking bill-pay.

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

**Payee:** "Hillcrest at the Farm Owners Association"

**Address 1:** C/O PCMS 0751

**Address 2:** PO Box 105007

**City:** Atlanta **State:** GA **Zip:** 30348-5007

**Account Number/Reference Number:** *Your Homeowner Account Number as seen on your billing information.*

Auto pay is now available to Hillcrest at The Farm homeowners. Please return this form to PCMS, 7208 S. Tucson Way, #125, Centennial, CO 80112 by the 25<sup>th</sup> of the month prior to your payment due date. Please, do not forget to include a voided check. This form can be returned via email [accounting@pcms.net](mailto:accounting@pcms.net), via fax 303-224-0007 or via regular mail. **Only current charges can be paid with auto pay, if you have a past due balance, you must include payment for that amount with this form.** If you have any questions, please call Marilouise at 303-224-0004, ext 308.

**Hillcrest at The Farm Owners Association, Inc.  
Authorization for Automatic Payment of Quarterly Assessments**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

FH Account #: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
(PCMS will complete)

I authorize PCMS as Agent for Hillcrest at The Farm Owners Association to instruct my banking institution to make current assessment payments from the account listed below. I understand this authorization may be revoked at any time by notifying PCMS in writing.

Financial Institution: \_\_\_\_\_

Routing Number: \_\_\_\_\_

Account #: \_\_\_\_\_

Account Type: \_\_\_\_ Checking or \_\_\_\_ Savings

**\*\*\*\*\* Attach a voided check here. \*\*\*\*\***

- Auto pay debits are taken out of your account on or around the 5<sup>th</sup> of each month a payment is due. (Jan, Apr, Jul, & Oct)
- Auto pays returned for insufficient funds and closed accounts will incur a \$20.00 service charge and auto pay privileges will be revoked.
- All changes to auto pay must be requested in writing and must be received by PCMS no later than the 25<sup>th</sup> of the month prior to your next payment due date.
- Please keep a copy of this form for your records.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_