

Auto pay is available to Colliers Hill homeowners. Please return this form to PCMS, 7208 S. Tucson Way, #125, Centennial, CO 80112 by the 25th 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, 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.

**Colliers Hill Master Association, Inc.
Authorization for Automatic Payment of Monthly Assessments**

Name: _____

Address: _____

City, State, Zip: _____

CH Account #: _____ Telephone #: _____
(PCMS will complete)

I authorize PCMS as Agent for Colliers Hill Master 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 5th of each month
- Auto pays returned for insufficient funds and closed accounts will incur a \$50.00 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 25th of the month prior to your next payment due date.
- Please keep a copy of this form for your records.

Signature: _____ Date: _____

PCMS and your community association are pleased to announce that you now have **four different ways to pay 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 an online payment portal where owners can process online payments. There are options for recurring payments. These payments may incur a fee.

What do I need to do? Please go to <https://pcms.cincwebaxis.com>, you will need to complete registration then you can process payments.

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 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

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: "Name of Your Association"

Address 1: C/O PCMS LOCKBOX

Address 2: PO Box 5687

City: Denver **State:** CO **Zip:** 80217-5687

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