

# HOMEOWNERS HAVE SEVERAL WAYS TO PAY THEIR ASSOCIATION FEES

- 1) Mail your check with the Coupon to the Address indicated on your coupon  
\*\*\* (DO NOT SEND POSTDATED CHECKS) \*\*\*  
\*\*\* CAN NOT MAKE PAYMENTS BY PHONE \*\*\*
- 2) Make payments through the Portal
  - A) Create Login and Follow Prompts
  - B) Your Association Website address: [https://caliber.cloud/CaliberWeb2\\_SpiresAssoc](https://caliber.cloud/CaliberWeb2_SpiresAssoc)  
(We do need a current email address on file to access the Portal)
  - C) This will give you access to your account to make payments, address changes, view account history, etc. ....
  - D) FEES APPLY for Credit Card payments
- 3) On-line banking through your personal bank
  - A) Make check payable to your Association
  - B) Note your full coupon account number on the "MEMO" line on the face of your check
  - C) Remit payments to the address on your coupon
- 4) Direct Debit from a US bank checking account (No Fees to process) need "VOID CK" – Fax/Email Form  
\*\*\* THIS IS THE PREFERRED Option \*\*\*
  - A) Complete the authorization form below for processing to begin the following Due date

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## Pre-authorized Electronic Payment Authorization Form

(Please print in BLACK ink)

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

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

Account Number from coupon: \_\_\_\_\_ Due Date to Start ACH: \_\_\_\_\_

Your Mailing Address (if different from above): \_\_\_\_\_

\_\_\_\_\_

Your Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Your Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

ACH REQUEST WILL BE PROCESSED BETWEEN THE 5<sup>TH</sup> – 10<sup>TH</sup> OF THE MONTH THEY ARE DUE AND WILL POST TO YOUR ACCOUNT

\*\*\*\*\*For ACH setup: RETURNED THIS SIGNED FORM & "VOID" CHECK by Fax, US Mail or E-mail: \*\*\*\*\*

**US MAIL:** SPIRES & ASSOCIATES PA, 12734 KENWOOD LN STE 25, FORT MYERS FL 33907-5639

**FAX: 239 936-4941 or EMAIL: [renee@spiresassociates.com](mailto:renee@spiresassociates.com); [julia@spiresassociates.com](mailto:julia@spiresassociates.com)  
[karenh@spiresassociates.com](mailto:karenh@spiresassociates.com)**

X \_\_\_\_\_ Date: \_\_\_\_\_

FORM MUST BE SIGNED AND DATED ABOVE TO BEGIN THIS PROCESS