



Setting Up Monthly HOA Payments From Your Bank's Website

The process of setting up monthly HOA payments from your bank's website can vary depending on the bank you're using and the specific online banking platform they provide. However, the following is a general outline of the steps you might need to follow:

- 1. Log into Your Online Banking Account:** Visit your bank's website and log in to your online banking account using your username and password.
- 2. Navigate to Bill Pay or Payments Section:** Look for a section on the website that is related to bill payments, transfers, or payments. This might be labeled as "Bill Pay," "Payments," "Transfers," or something similar. If you're unsure where to find it, you can use the search function on the website.
- 3. Add a Payee or Biller:** If this is your first time setting up a monthly payment, you'll need to add Charlesgate Village Association as the payee. The address is PO Box 895, Getzville NY 14068. Your bank may ask to enter an account number – reference your unit number.
- 4. Enter Payment Details:** After adding Charlesgate Village Association as payee, you'll need to enter the payment details. This includes the amount you want to pay each month, the payment date (usually recurring), and any additional reference information the bank might require.
- 5. Set Up Recurring Payment:** Most banks offer the option to set up recurring payments. Choose the frequency (monthly) and specify the start date for the payments. You might also need to specify an end date or indicate that the payments should continue indefinitely.
- 6. Select Funding Account:** Choose the bank account from which you want the monthly payment to be withdrawn. If you have multiple accounts with the bank, make sure you select the correct one.
- 7. Review and Confirm:** Double-check all the payment details to ensure they are accurate. Once you're satisfied, review the information, and confirm the setup of the monthly payment.
- 8. Verify Security Measures:** Depending on your bank's security measures, you might be prompted to enter a one-time verification code sent to your registered email or phone number.
- 9. Save Confirmation:** After confirming the setup, the bank's website should provide you with a confirmation page or reference number. Save this information for your records.
- 10. Manage or Edit Payments:** If you need to make changes to the payment schedule, payment amount, or any other details, you can usually do so by revisiting the bill payment section of your online banking account.

Remember that the steps can slightly vary based on your specific bank and their online banking interface. If you're having trouble finding the right section or understanding the process, it's a good idea to contact your bank's customer support for assistance.