

METHODS OF PAYMENT OFFERED BY CASTLE GROUP



Unparalleled Property Services

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Castle Management has a variety of options for you to make your monthly maintenance payment as shown below. Please feel free to call or email Castle Management if you need assistance.

Option 1: Automatic Withdrawal (AutoPay) - The Association will withdraw your payment between the 5th and 10th of the month from your bank account. (HIGHLY RECOMMENDED)

Enrolling in AutoPay eliminates the hassle of writing a check each month, avoids mailing fees, guarantees that your payment will be received on a timely basis and is a wonderful way to participate in our CastleGreen initiative. If you are interested in joining AutoPay, type the following link into your browser: <https://castleclick.castlegroup.com/autopay> and follow the steps to join. You will be asked to enter your account number and last name as listed on your coupons. You can also go to Castle Groups website, www.castlegroup.com, select Resident Center then Manage AutoPay, and enter the requested information. There is no charge for you to utilize AutoPay.

Option 2: One Time Payment - Make a payment online using your bank account or credit card.

One Time Payment is used to make a payment online using your bank account or credit card. Go to Castle Groups website to access the Resident Center: [Resident Center - Castle Group](#). Click where it says, "Pay Online". The next screen asks for your first and last name, email address, and account number as listed on your coupons. Complete the information requested and submit your payment.

Option 3: Mail a check with a coupon.

Make your check payable to **Tributary Homeowner's Association, Inc.** and mail your check and coupon to the address listed on your coupon. If you do not have your coupon, please mail directly to:

Tributary HOA
c/o Alliance Association Bank
P.O. Box 621073
Orlando, FL 32862-1073
844-739-2331

Please be sure to include your address and account number in the memo section of the check.

Option 4: Utilize Bill Pay Service through your bank - Please note that these payments are typically sent without a coupon and there may be a delay in the posting of these payments.

If you currently use a Bill Pay service with your bank, please update your recurring payment amount with the periodic payment shown on your coupon/statement and confirm the account number in the memo section of the payment set-up is the same as the account number shown on the coupons, to avoid any delay in the posting of your payments. Please also note the due date on your coupons and schedule your payments to be initiated at least 10 business days prior to that date to avoid late fees. If you have any questions, or require clarification, please do not hesitate to contact your Community Manager listed below.

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