



COMMUNITY ASSOCIATION PAYMENT INSTRUCTIONS FOR HOMEOWNERS

Applies to all communities managed by Kings Management Services, Inc.

As of March 1, 2011 we are no longer accepting association payments for dues at on-site offices or at the Kings Management mailing address / P.O. Box. Please refer to the instructions below to make your association payments. Thank you for your cooperation.

CHECK PAYMENT INSTRUCTIONS

1. Make check payable to your Association's Name (i.e.: ABC Community Association).
2. You must write your Bill Pay Number, found on your coupon slip, on the memo line of your check.
3. Mail Payment To:

Your Association's Name
c/o Kings Management Services, Inc.
PO Box 628207
Orlando, FL 32862-8207

CREDIT CARD PAYMENT INSTRUCTIONS

1. Only the following cards are accepted at this time: MasterCard, MasterCard Debit Card, Discover, Diners Club or JCB.
2. You must have your Bill Pay Number, Serial Number and Unit Number ready. These are found on your coupon slip.
3. Go to www.BBT.com, click on Personal Services and then click on Association Online Payments.
4. When entering the Bill Pay Number you must add a "0" to the end of the number for the payment to properly post.

QUESTIONS OR PROBLEMS

1. If you have any questions or to request your Bill Pay Number, you must EMAIL Melissa@kingsmanagement.com.