

HOMEOWNERS HAVE SEVERAL WAYS TO PAY THEIR ASSOCIATION FEES

- 1) **Mail your check with the Coupon to the Address indicated on your coupon**
- 2) **Make payments through the Portal**
 - A) Create Login and Follow Prompts
 - B) Your Association Website address: https://caliber.cloud/CaliberWeb2_SpiresAssoc
 - 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**
 - A) Complete the authorization form below for processing to begin the following Due date

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 AROUND THE 7TH DAY OF THE MONTH THEY ARE DUE AND WILL POST TO YOUR ACCOUNT

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

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

FAX: 239 936-4941 or EMAIL: karenh@spiresassociates.com; renee@spiresassociates.com; julia@spiresassociates.com

X _____ **Date:** _____

FORM MUST BE SIGNED AND DATED ABOVE TO BEGIN THIS PROCESS