

**HELPFUL HINTS WHEN MAKING YOUR COMMUNITY
ASSOCIATION ASSESSMENT PAYMENT
THROUGH THE COMMUNITY BANK LOCKBOX**

PERSONAL CHECK INSTRUCTIONS:

- MAKE CHECK PAYABLE TO YOUR ASSOCIATION – **NOT COMMUNITY OPERATIONS**
- PLACE YOUR **12 DIGIT** ACCOUNT ID ON THE MEMO LINE OF THE CHECK. THE ACCOUNT ID IS THE **12 DIGIT** ACCOUNT NUMBER SHOWN ON THE FRONT OF YOUR COUPON BOOK
09200100
- **MISSING OR INCOMPLETE ACCOUNT NUMBERS MAY CAUSE YOUR PAYMENT TO BE DELAYED OR RETURNED**

- MAIL CHECK & COUPON TO: COMMUNITY OPERATIONS
P.O. BOX 1687
BRANDON, MS 39043-1687

YOUR BANK'S INTERNET BANKING BILL PAYMENT INSTRUCTIONS:

PAYEE NAME	YOUR ASSOCIATION NAME – NOT COMMUNITY OPERATIONS
PAYEE ACCOUNT NUMBER	PLEASE ENTER YOUR 12 DIGIT ACCOUNT NUMBER EXACTLY AS SHOWN ON THE FRONT OF YOUR COUPON BOOK – MISSING OR INCOMPLETE ACCOUNT NUMBERS MAY CAUSE YOUR PAYMENT TO BE DELAYED OR RETURNED
ADDRESS LINE 1	COMMUNITY OPERATIONS
ADDRESS LINE 2	P.O. BOX 1687
CITY	BRANDON
STATE	MS
PAYEE ZIP CODE	39043 - 1687

PLEASE NOTE, IF YOU ARE PAYING ASSESSMENTS FOR MULTIPLE ASSOCIATIONS THROUGH COMMUNITY OPERATIONS, YOU MUST SEND SEPARATE CHECKS AND COUPONS. YOU MAY SEND THEM ALL IN ONE ENVELOPE IF YOU WOULD LIKE.