

# VERONA MANOR Payment Options

## Online Payment Via Credit Card\*

**How does it work?** Set up a one time payment using Visa, MasterCard, American Express or Discover.

**What do I need to do?** Simply follow the directions below:

- Log in to [www.hoabankservices.com](http://www.hoabankservices.com)
- Select the red "**MAKE PAYMENT**" button on the left navigation bar
- Click on the red "**Make One-Time Payment**" button
- **SELECT VERONA MANOR CONDOMINIUM ASSOCIATION FROM DROP DOWN MENU AND FOLLOW THE INSTRUCTIONS ON THE SCREEN**

\*There is a \$14.95 convenience fee and a \$5,000 maximum per transaction, if you pay via a credit card.

## eCheck Online Payment (ONE TIME or RECURRING)

How does it work?

Set up a one-time or recurring payment using eCheck

**What to do:**

- Login to [www.hoabankservices.com](http://www.hoabankservices.com)
- Select the red "**MAKE PAYMENT**" button on the left navigation bar
- Choose the "**Log-in or Register**" button and login. If you are a new user, you will need to register by clicking "**Create an Account**".
- **Select VERONA MANOR CONDOMINIUM ASSOCIATION from drop down menu and follow the instructions on the screen**

## ACH/Recurring Automatic Draft

How does it work?

Your assessment is automatically deducted from your account when due.

**What do I need to do?**

- Log in to [www.gervinmanagement.com/associations](http://www.gervinmanagement.com/associations), then click on VERONA MANOR.
- Click on Direct Payment Authorization Form & print it out **OR** contact **GERVIN REALTY** at **973-335-5587** to obtain an ACH Authorization Form.
- Complete the form and send it **with a voided check** to GERVIN MANAGEMENT & REALTY, 1280 Route 46, Parsippany, NJ 07054.

## US Mail/ Lockbox

How does it work?

- You write a check payable to Verona Manor Condominium Association as it is written on the coupon.
- Mail the check and payment coupon to the address listed on the coupon. **IMPORTANT:** Write your homeowner account number on your check as it appears on your coupon
- **Please allow 5 to 7 business days for the check to reach the bank by the due date to avoid a late fee. Post-dated checks will be deposited upon receipt.**

## Your Bank's Online Bill-Pay

How does it work?

Set up Verona Manor Condominium Association as a payee with your bank's online banking bill-pay.

**What do I need to do?** Please complete your bill-pay setup **exactly** as follows:

- **Payee: VERONA MANOR CONDOMINIUM ASSOCIATION**
- **Address 1: C/O GERVIN MANAGEMENT & REALTY**
- **Address 2: P.O. BOX 105007**
- **City: ATLANTA State: GA Zip: 30348-5007**
- **Account Number/Reference Number: Your Homeowner ID Number - as it appears on your coupon**