

# Payment Options and Instructions

## Online Payment

### ▶ How does it work?

You may set up your own personal and secure online payment account with Castaway Cove Wave III, which will allow you to make EFT payments via your checking account or by credit/debit card. E-check payments are subject to a \$2.95 fee. Credit/debit card payments are subject to a 2.95% convenience fee.

### ▶ What do I need to do?

- Go to [www.elliottmerrill.com](http://www.elliottmerrill.com) and click on "Pay Online".
- You will be redirected to our affiliated online payment provider, Caliber Portal.
- IF you are new to this, you will need to create login
- Type your account number as it appears on your coupon booklet or billing statement in the corresponding field and email address.
- Next select your name from the list that appears.
- You will then be sent an email to start the login process.
- You will be directed to your own personal and secure payment account from which you may initiate a one-time payment and/or set up automatic payments.

## ACH/Recurring Automatic Draft

- ▶ **How does it work?** Your assessment will be automatically deducted from your checking or savings account on the *third business day* of each month in which assessments are due.
- ▶ **What do I need to do?** Complete and return the Authorization Agreement for Direct Payment along with a blank, voided check from the account that you wish to have us debit. You may contact the Accounts Receivable Department at 772-569-9853 to obtain the authorization form.

## Your Bank's Online Bill-Pay

- ▶ **How does it work?** You will set up Castaway Cove Wave III as a payee with your bank's online banking bill-pay service, and your bank will issue a check to the Association on your behalf, according to the information provided by you.
- ▶ **What do I need to do?**
  1. Log on to your bank's website.
  2. Follow your bank's online instructions for setting up a payee, and please complete your bill-pay setup **exactly** as follows:
    - Payee: **Castaway Cove Wave III**
    - Address 1: **c/o Elliott Merrill Management**
    - Address 2: **PO Box 668047**
    - City: **Miami** State: **FL** Zip: **33166-9410**
    - Account Number/Reference Number: **As it appears on your coupon or billing statement.**

**Note:** Payment via this service typically takes 5 to 7 business days for delivery and processing; therefore, please schedule your payments accordingly.

## Check by Mail

- ▶ **How does it work?** Each time an assessment comes due you will write a personal check and submit same to the Association through the US Mail.
- ▶ **What do I need to do?**
  1. Make your check payable to Castaway Cove Wave III for the amount due.
  2. Note your account number on the memo line of your check.
  3. Mail payment along with your coupon or the bottom portion of your billing statement in the remittance envelope provided or just mail your check to the address provided above.