

PAYMENT OPTIONS AND INSTRUCTIONS

1. **AUTOMATIC WITHDRAWAL (ACH)** – *The preauthorized electronic assessment payment service uses the Federal Reserve System’s Automated Clearing House (ACH) to facilitate electronic transfers from homeowner checking and savings accounts directly into the association’s bank account. Funds are transferred on the 5th business day of the month in which your payment is due. It will draw the balance due on the account at that time.*

- Go to www.amvirginia.com
- Click on “Access your account online” – a log in box will appear
- Enter your account number (5 digit number - top right of the billing statement)
- Enter your website password (located on your statement). You may also use the password retrieval feature to get your password emailed to you. We must have your email address in our system for this feature to work.
- Click on E-PAYMENT link
- Click on ADD button
- Enter bank account information
- Choose a start date (if set up on or after the 15th of the month, next start date will be the following month – for example – if set up on October 16th, the next available start date is November and so on).
- Click SAVE button
- To cancel ACH you must log back in and DELETE. You may contact our office to confirm cancellation.

2. **ONE-TIME PAYMENTS ONLINE** – *Use this option if you wish to make a payment online that is NOT a recurring payment. You do not need to create a user name and password for this option. If you do, you will be required to log in each time you use it.*

- Go to <https://www.mutualpaypropertypay.com>
- Click Pay Now or you may create an account.
- Click on Pay by E-Check if you wish to pay with your checking account (e-check) **OR** click on Pay by Credit Card if you wish to use your credit card. **Please be advised that processing fees may apply.**
- Enter all required information (account and bank information)
 - Management Company ID is **7056**
- Account Number and Association ID are located on your statement.
- Enter in the amount you wish to pay.
- Click Continue and then follow the prompts to submit your payment.

3. **SCHEDULED/RECURRING PAYMENTS** - *This option allows you to set up your own payment schedule. You will be required to create a user name and password for this option. You will need to provide the amount you wish to send, a start date & an **END DATE**. PLEASE NOTE: if you choose to use this option, you will be responsible for updating the information as needed.*

- Go to <https://www.mutualpaypropertypay.com>
- Create an account and register your property.
- You will need to select your payment method. **Please be advised that processing fees may apply.**

4. **Mail Your Payment**

- Make check payable to your Community Association, not the management company
- Mail to: **Name of your Community Association**
c/o AMV
PO Box 64791
Phoenix, AZ 85082
- Make sure to include your account # on your check to help ensure proper posting.
- If you have multiple units, it is not recommended to combine payments. Please send a separate check for each unit to ensure proper posting.