

MISSION BAY QUARTERLY ASSESSMENT PAYMENT OPTIONS

These services will provide options for you when paying your regular quarterly assessment fees, helping you avoid penalties for delinquent payments, saving Mission Bay money, and streamline our operations. Your payments are due January 1st, April 1st, July 1st and October 1st.

Lockbox Address

**Mission Bay Community Association, Inc.
C/O South State Bank
P.O. Box 669152
Miami, FL 33166**

Coupon Books

South State will be sending a yearly coupon book(December).

- The coupon books will contain four (4) coupons, one for each regular quarterly assessment, as well as envelopes.
- Each homeowner will tear out a coupon, write a check, and mail the payment directly to the address on the coupon.
- You will also have the option of dropping off the coupon and your payment at the Association's office.
- Checks made payable to **Mission Bay Community Association.**
- Send your quarterly special assessment check directly to *South State* Bank in the envelope provided with your coupon.
- Make sure to include your coupon for the quarterly assessment for which you are paying and include your account number on the check.
- The address of the bank is on the coupon so all you need to do is make sure the address is visible through the window on the envelope and mail your check and coupon.

Bill Payments Through Your Personal Bank Institution

- This option can be set up through your personal bank institution. Your bank will mail a paper check so please allow sufficient time for it to get to the lockbox.
- If you are using this method, please make sure that your account number is included on your check. Input your account number exactly as shown on your COUPON with your online bank provider, to ensure proper credit.
- Account numbers are the only way we can reference which account the payment should be applied to.
- Reference and send payment to the lockbox address.

Direct Debit-Auto Pay/Credit Card/E-Check

- If you choose, you can pay your special assessment by automatic debit from your bank account.
- To sign up for this convenient service, authorization forms are available at the office at Mission Bay.
- You will be directed to our South State online payment link <https://missionbay.epay-centerstatebank.com/> Remember this is for the regular assessment. Make sure you click the right option.
- Follow the instructions to set up your account. You will need your account number which can be found on your coupon. Please note there is a processing fee associated with this service. Due dates are January 1, April 1, July 1, and October 1.

Pay at MBCA Office with Check

- This can be done Monday through Friday, between the hours of 8:30 am and 5:00 pm. There is no additional cost if you pay with a check, money order or cashiers check. We cannot accept cash.

QUARTERLY ASSESSMENTS ARE DUE

January 1st, April 1st, July 1st, and October 1st

SPECIAL ASSESSMENTS ARE LATE

On the 16th and assessed a late fee of \$25.00

Checks made payable to **Mission Bay Community Association.**