

# Tara Master Association (TMA) Payment Instructions

Please see below to learn more about the multiple payment options now available as a result of TMA's new banking relationship with SmartStreet, the association division of RBC Bank. The local RBC branch manager Kathleen Cannon or the property management office at Tara Golf and Country Club will be able to assist you with any payment method.

These **new payment options** were implemented to better secure association funds and to reduce the cost of manual processing of payments. Please **DO NOT** deliver your check to the management office at Tara Golf and Country Club. If you write a check, please be sure it is payable to Tara Master Association, Inc. and mailed in the lockbox envelop that will be included with the statement.

If you have a change of address please notify the property management office by email at [lharrison@taragcc.com](mailto:lharrison@taragcc.com). For billing inquiries you may call Linda Harrison at 941-756-7775 x 238 or email her. Linda is available to assist with any payment questions.

## Lockbox via U.S. Mail

**How does it work?** You write a check and mail it in the lockbox return envelope by January 1.

**What do I need to do?** Write a check payable to Tara Master Association, Inc., mail it along with the payment coupon to the address on the coupon or in the return envelop to the lockbox address.

**IMPORTANT:** please be sure to write your homeowner account number on the check.

## Online Payment via Credit Card or eCheck

**How does it work?** You set up a one time payment using eCheck, Master Card, Discover or American Express.

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

- Log in to [www.smartstreet.com](http://www.smartstreet.com)
- Select "Online Payments" at the top left of the screen
- Choose "One Time Credit Card Payment" or "One Time eCheck Payment"
- Select Tara Master Association Inc. and follow the instructions on the screen.

*NOTE that if you opt to pay by your credit card, there is a per payment convenience fee of \$9.95 and the maximum per transaction is \$5,000.*

## Your Bank's Online Bill Pay

**How does it work?** Set up Tara Master Association Inc., as a payee with your bank's online bill-pay.

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

- **Payee:** Tara Master Association Inc.
- **Address 1:** c/o Tara Golf & Country Club
- **Address 2:** 6602 Drewry's Bluff
- **City:** Bradenton, **State:** FL, **Zip:** 34203
- **Account Number or Reference Number:** The TMA Account Number from the statement.

## ACH/Automatic Debit

**How does it work?** Your account is automatically debited when your assessment is due

**What do I need to do?** Log in to [www.taramasterassociation.com](http://www.taramasterassociation.com) or contact Linda at 756-7775 x 238 for an ACH Authorization form. Then complete the form and send it with a cancelled check to the management office at TGCC, 6602 Drewry's Bluff, Bradenton, FL 34203