

Payment by check or bank bill pay instructions

Personal Checks or Bank Bill Pay

- Pros:** ➤ No transaction fees.
- Cons:** ➤ Requires the correct account number on the check or a coupon.
➤ Cost of postage.
➤ Cost of checks and envelopes.
➤ Opportunity cost - time and energy to write and mail checks.
➤ Risk of check fraud.
➤ Risk of check lost by USPS.
➤ Security risk for your personal information (address, bank account information) if check is lost by USPS.
➤ Checks travel through the USPS mail system which is not 100% timely or reliable.
➤ Checks mailed before the late date are at times received after the late date and creates late charges.
➤ Bank bill-pay checks are a physical paper check that travels through the USPS mail system, which is not 100% timely or reliable.
➤ Bank errors in writing or posting checks can happen.

Instructions

Please follow the below instructions to pay by check or use your bank bill-pay feature:

- 'Payee' or 'Pay to order to' must be the name of your Association. Checks made payable to Navigate Community Management will be rejected.
- Your Account number must be on the check. Your Account number is on your statement. Payment by check without your account number on the check will be rejected. If you do not have your account number, please contact support@navigatecm.com to request it.
- Do not send checks to our offices or our general mailing address. Payment by checks or bank bill pay must be sent to the following address:

Navigate Community Management - 6300
PO BOX 7334
San Francisco, CA 94120-7334

Thank you for your cooperation and following the above instructions.

Navigate Team