

## HOA Dues Payment Options

It has to be done and we want to make it as simple as possible.



TownSq is the place to be! The owner portal provides owners access to community documents, news & events, your account history, to get in touch with the HOA Board and the community manager, and the option to make your monthly HOA payment through a 3<sup>rd</sup> party vendor. *Note: Payments made through TownSq charge a \$2.95 convenience fee plus 3.5% of the total payment amount*

### To make a one-time payment or schedule recurring payments\*, simply:

1. Login to TownSq. (If you need assistance with logging in, please send us an [email](#))
2. Click on the Accounts Tab. A new screen will appear
3. View your account balance and click "Make a payment"
4. Add your preferred payment method (credit card or ACH) to the secure environment
5. Pay online instantly with a one-time payment or set up recurring payments with auto pay. (\*Recurring payments occur on the 5th of each month).



Alliance is your community's bank and they offer a payment portal. It is important to note this portal is only to make payments and **does not** provide your HOA account history. *Note: Alliance Bank charges a \$2.95 fee for one-time payments. Recurring payments made directly to Alliance Bank using the eCheck option have no fees.*

### To make a one-time payment or schedule recurring payments\* simply:

1. Go to <https://pay.allianceassociationbank.com>
2. Choose **one** of the following options:
  - a. "Setup Account" (to setup recurring payments)
  - b. "One Time e-Check Payment" (*no convenience fee is charged when using this option*)
  - c. "One Time Credit Card Payment" (*a 3% convenience fee will be charged when paying with a credit card, or a \$5 convenience fee when paying with a debit card*)
3. Community Information Required To Make Payment:
  - a. **Management ID: 6676**
  - b. **Association ID: (ID)**
  - c. **Unit Account Number: (Account Number)**
4. All other required fields will be your own personal information

**If you have any questions regarding needed community information, please open a Request on your community owner portal, TownSq. For any other payment portal inquires or technical difficulties, contact Alliance at (844)739-2331**

### [Personal Bank's Bill Pay Portal](#)

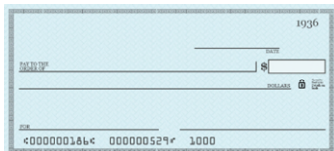
When paying your dues through your personal bank's bill pay portal, please keep in mind, they mail a physical check. When using this option, it is recommended for the payment to be processed a minimum of 14-business days prior to the monthly due date, allowing enough time for the payment to be received and processed through the mail. Information needed when using this option.



- Make Check Payable To: (Community Name)
- Payment Amount
- HOA Account Number
- HOA Phone Number: 801-955-5126
- Mail Payment To: Community Name, PO BOX 96266, Las Vegas, NV 89193

### [Mail A Personal Check](#)

When mailing a personal check through the USPS to Alliance Bank, we recommend mailing your payment a minimum of 14-business days prior to the due date, so there is enough time for the payment to be received. Information needed for this option:



- Pay To The Order Of: (Community Name)
- Payment Amount: Both the \$ AMT and AMT Written Out on Line Provided
- For: HOA Account Number
- Signature: Check Must be Signed to be Valid
- Mail Payment To: Community Name, PO BOX 96266, Las Vegas, NV 89193

Have Questions? We want to hear from you. Click on the [TownSq Link](#) or QR Code to open a Request.



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