

Note: When an owner wishes to enroll an account in the Autopay program, he / she must complete this process for each account that he / she wishes to enroll. If any accounts are not enrolled, payments for these accounts will not be drafted by the Castle Autopay program. This process is provided for Castle Team members to help account holders to complete the process online. Castle Team members should not complete this process for account holders.

1. From the Castle Group corporate website (<http://www.castlegroup.com>) click on "manage autopay"



2. Once on the “Manage Autopay” page, scroll down and click on “Enroll Account in Autopay”

www.castlegroup.com/manage-autopay/

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Manage Autopay

Save postage and pay your maintenance fees on time, worry-free! Castle Group is happy to provide the Autopay service free of charge. To enroll, please click on the “Enroll” link found below and follow the instructions.

Please note:

enrollment requests will take effect on the first of the month following the date of enrollment, e.g. if an account is enrolled on any day in February, the effective date of the enrollment will be March 1. If the enrollment request happens on any day in March, the effective date of the enrollment will be April 1. No debits will be completed until the assessment period following the effective date of the enrollment.

Changes to enrolled accounts cannot be made during our processing period, which is between the 5th and the 10th day of every month.

What would you like to do?

- [Enroll Account in Autopay](#)
- [Change Autopay Information](#)
- [Cancel Autopay Enrollment](#)

3. Once on the “Account Information” page, type the account number (appno) and the last name of the primary owner of the account and click “Submit”

Account Information

Account Number

Last Name

Submit

Number 1 Account Number XXXXXXXX Date Due JAN 1, 20XX Amount Due \$XXX.XX

SAMPLE LLC
State Street, Suite 100

Sample Company Inc.
Pay By the 5th to Avoid Late & Admin Fees 00071007

SAMPLE COMPANY INC
PROCESSING CENTER
PO BOX 12345
ANY CITY, FL 12345-1234

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4. Once the account information is displayed, verify that this is the correct account. If it is, click on “Next”
Otherwise, click on “Back” button and type in the correct account information

Account Information

Account Number: 22796

Full Name: Joe Smith

Address: 1115 Camellia Circle Plantation FL 33326

Email: joe@demo.com

If this is the account you want to enroll in Autopay, please click the next button; otherwise, please click the back button and enter the correct information.

Back **Next**

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5. Once on the "Information Entry" page, type the needed information into each field and click on "Next"

Note: All fields are required

CASTLE GROUP Autopay

The automatic, stress-free way to pay your bill on time, every month.
Set it up once and never worry about missed payments again.

- The information entered in this form will overwrite previously entered information.

Resident Information

Account Number: 22796

Full Name: Joe Smith

Address: 1115 Camellia Circle Plantation FL 33326

Email:

Bank Information

ABA Routing Number:

Confirm your ABA Routing Number:

Bank Account:

Confirm your Bank Account:

Jane Smith 1204
1234 Sample Street
MyCity, NY 12345 Date:
PAY TO THE ORDER OF: DOLLARS
MEMO:
1212345678910 MICR 1234 2014
ABA Routing Number

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6. Once on the confirmation page, type your full name and click on the "Submit" button.

CASTLE GROUP Autopay

The automatic, stress-free way to pay your bill on time every month using your bank account. Set it up once and never worry about missed payments again.

- The information you will enter in this form will overwrite all of your previous info.

Confirmation Information

Account Number: 22798
Full Name: Joe Smith
Address: 1115 Camellia Circle Plantation FL 33328
Email: joe@demo.com

Bank Information

ABA Routing Number: 123123123
Bank Account: 333555444

Confirmation

I HEREBY AUTHORIZE MY FINANCIAL INSTITUTION TO DEBIT MY ACCOUNT IN THE NAME OF MY HOMEOWNERS/CONDOMINIUM ASSOCIATION. I grant the Association the right and authority to amend the auto debit as maintenance fees are amended or special assessments are ratified by the Board of Directors.

I UNDERSTAND THAT:

1. This debit will appear on my bank statement under the description "association direct debit".
2. This debit will appear on my bank statement between the 5th and the 10th working day after the assessment is due.

By entering my full name, I am asserting that I agree to the above terms and conditions.

Enter your full name:

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7. The process is now complete. An e-mail confirmation will have been sent to the e-mail address that is registered in our system for the account in question.