



the tanoan community east association, inc.

Payment Options and Payment Address

For your convenience, we offer several payment options:

- **By Mail** - Payments should be mailed to the following address:

**Tanoan Community East Association
c/o HOAMCO – NM
P.O. Box 94346
Las Vegas, Nevada 89193-4346**

If you pay this bill through a bill pay program with your bank, please use this mailing address for all payments. (This address is for payments ONLY.)

Payments should be remitted by check or money order **payable to: Tanoan Community East Association. DO NOT SEND CASH. BE SURE TO INCLUDE YOUR PAYMENT COUPON FOR THE MONTH AND WRITE YOUR 10 DIGIT ACCOUNT NUMBER ON YOUR CHECK.**

Your monthly assessment is **\$135.00.** Payment is **due on the first** of each month. Please mail in plenty of time for payment to reach us by the 1st.

- **Pay by Auto Debit** - You can sign up for monthly **Auto Debit. This is the preferred payment method.**

INSTRUCTIONS TO ENROLL IN THE HOAMCO AUTO DEBIT PROGRAM:

1. Go to www.hoamco.com, click on the tab labeled "Make Payment".
2. Scroll down to the "Enroll in Auto Debit" form and complete the required information.
 - The Community Name is Tanoan East.
 - Your Property Account Number is a 10 digit number which may be found on your coupon book, or call us and we can look it up for you – (800)-447-3838, or (505)-338-0000.
 - You will need to enter your bank routing number and your bank account number (off the bottom of your check). After entering all required information check "I Agree" and then click "Submit".

- **Pay Online** - You also have the option of paying your assessment **online; via either e-check or credit card. The web address to make the payment is www.hoamco.com. Please be advised that online payments may take up to 5 days to post to your account, so submit them early.**

Click on "**Make Payment**" tab at the top of the page and then select "**Pay Online**"

E-Check (no service charges)

Credit Card – VISA, Master Card, American Express, Discover (service charge by bank - 3% of payment amount)

Complete the information as requested. Your 10-digit account number is shown on your coupon.

- (1) The Management Company ID# is **1093**
- (2) The Association ID# is **303**
- (3) Association Name (type **Tanoan East**)
- (4) Management Company (type **HOAMCO NM**)
- (5) Account Number (type your 10-digit account number as shown on your coupon)
- (6) Checking Account Number (type the Checking account number you want to pay from)
- (7) Routing Number (this is the 9 digit number that identifies your bank; usually the first set of numbers at the bottom left side of a check)

Make sure you have entered information in all required fields

PLEASE NOTE: Online payments could take up to 5 days to be posted to your account.

In order to avoid late charges by your Association, payment should be submitted at least 5 days prior to your due date.

If you need assistance with processing your on-line payment, please call the HOAMCO Accounting Department at (800)-447-3838 and ask to speak to the person who handles accounting for Tanoan East.