



Your association's funds are now being held at a different bank. As a result, if you currently pay your dues via BillPay, we ask that you **please update your payment information** to reflect the following address:

(Insert Name of your Association)
c/o Gassen Company
PO Box 98068
Phoenix, AZ 85038-8068

Please also ensure that you include your association's property number and account number in the account number portion of your BillPay set up.

Your property and account number are located in the scan line of your coupons. The property number should be 3 digits, followed by your 10 digit account number; there should not be any spaces or dashes in the full number. See example below, which would be entered as: 2181582000101

Phoenix, AZ 85038-8068
10 0218 0000001582000101 S0NAS

Failure to update your BillPay payment will result in delayed payment posting or returned payments.

Thank you for your cooperation to help ensure timely posting of your payments!

