

TownSQ Assessment Payments: Helpful Instructions

Account

Royal Oaks RCOA

Address

Current Balance:

Make a payment 

Step 1: log on to www.townsq.io . Register using your Account ID (without dashes) and Zip Code.

- o Click on "Make a payment" on the home page and proceed to click on "Make a payment" next to "Recurring Charges".

 **Address**  CURRENT BALANCE

Please be advised that online balances may not reflect upcoming assessments due and should not be used for resale processing. Please pay the balance reflected on your most recent billing statement or coupon book. For final payoff amounts, please contact our management company.

ACCOUNT	LAST PAYMENT OF	RECEIVED ON
	\$ 3130	1/27/2023

 **Recurring Charges**  **Make a payment** 

Make a payment



Please, follow the payment instructions below.

One-time payment

A payment that processes just once.

 Make a payment

Autopay

A payment that processes on a set schedule.

 Manage autopays

Payment methods

Add or remove a payment method.

 Manage payments

Step 2: Make a Payment gives 3 options:

- 1) One- time payment- This option can be use for an E-check (bank account & routing number) or a credit card with a 3.6% charge.
New Residents: Type in the balance of your assessment if your balance statement is \$0.00. Then you can proceed with your method of payment.
- 2) Autopay- Allows residents to set up a schedule payment for their annual assessments every year to avoid any late fees, handling charges or interests.
- 3) Payment Methods- Add your bank information and/or credit card to save your information for future payments.

Step 3: Add Payment Method

- Credit Card: If you make your payment online through the Townsquare site, the payment processing company will charge an additional credit card processing fee of \$118.62, or about 3.6% of the assessment amount.
- Bank Account: If you use your bank's online bill pay system, the payment processing company that Principal Management Group, our association management company, uses will charge a \$2.95 processing fee.

Add payment method



Please, follow the payment instructions below.



Credit card



Bank account



Make a payment

Please, follow the payment instructions below.



Choose payment method:

 visa
..... 4664

[+ create a new payment account.](#)

Cancel

Continue

Previous

Add payment

Add payment method

Please, follow the payment instructions below.

 Bank account

Account holder name

Account holder name

Account type

Individual

Routing number

Routing number

Re-enter routing number

Re-enter routing number

Account number

Account number

Re-enter account number

Re-enter account number

Step 4: Choose your payment.

- Above are screenshots to assist with credit card and e-check. Please proceed and make your annual Assessments by January 1st. The grace period for all assessments to be paid in full will expire January 31st.
- All online payments are posted immediately to the resident's account.