

Payment Options

At this time, SBB Management Company offers the following payment options:

1. Pay online at www.mutualofomahabank.com/community-associations/Make-a-Payment

When you pay online at **Mutual of Omaha** you must first choose if you want to make the payment by eCheck or with a Credit or Debit Card. There is a charge of \$1.95 for paying by eCheck. Paying with a Credit or Debit card incurs a processing fee (2.95% of the transaction amount).

a. To make a One-Time transaction, after choosing eCheck or Credit/Debit card, fill in all of the required information – It will ask for (3) sets of numbers which are located on the bottom edge of your statement, coupon or Reminder Statement.

- i. The first number is for the management company (SBB) –
- ii. The second number is for the Homeowner association –
- iii. The third number is your individual assessment account number. If you do not have this available, you can obtain this on SBB's web portal or by contacting SBB at 972-960-2800.

b. Recurring Payments - You can also set up recurring payments. To do so you must first create an account. Then choose the recurring payment option.

IMPORTANT-*please be aware that you will be responsible for making any changes due to increase/decrease in assessments, sale of property or expiration of credit/debit card, etc.*
If you have any questions or need assistance with the Mutual of Omaha website, please call 1-866-800-4656.

2. Pay online at www.sbbmanagement.com

E-Check payments (deducted directly from your checking account) incur a fee of \$1.95.

Credit or Debit Card payments incur a processing fee that is based on the amount of your payment/assessment. The total fee will be disclosed prior to completing the transaction.

Recurring Payments - You can set up recurring payment(s) to have payment(s) automatically deducted and applied to your account.

You can also make payments over the phone by calling **1-866-729-5327**. This is the number of the service provider, PayLease.

If you have problems with your log in information, please call Mark Carstensen at SBB Management Company at 972-960-2800 x315.

If you have problems with the payment service or need assistance in making a payment, please call PayLease at 1-866-729-5327.

3. Pay via check or certified funds by mailing to:

Homeowners Association Name c/o
SBB Management Company
8360 LBJ Freeway, Suite 300
Dallas, TX 75243

or by mail **with a coupon** to the lockbox:

SBB Processing Center
P.O. 60875
Phoenix, AZ 85082-0875

If you are unable to pay your balance in full, SBB Management Company encourages you to request a payment plan from your association. You can request a payment plan form from Elise Weber at 972-960-2800, X329 or via email at e.weber@sbbmanagement.com.