

For your convenience GW & Associates, Inc. offers several payment options.

Online Payments: To make payments online by e-check or credit card, either one-time or on a recurring basis, you can use our secure website:

- Go to www.gwmgt.com and click on the Online Payments link to login. If you are using the online payment site for the first time you will need to register for a temporary password. Click “Register”, complete the information requested and click submit. You will receive an email with your new password, this may take up to 24 hours to get a reply; your username will be the email address you provide.
- Once you have logged in, click on Pay Assessment on the left hand side of the screen.
- You can choose a one-time payment option or you can also set up a recurring payment by e-check or credit card which you can cancel or edit anytime you wish by logging into your account. Please note that the bank will charge an additional processing fee for credit card payments. The fee is collected by the bank to offset the credit card company’s fees. Recurring payments can be setup on a monthly or quarterly basis.
- If you have already setup recurring payments for a previous year, please make sure to update your account with the new assessment amount if it has changed.

For those of you that own more than one home in any of the communities that we manage, please register one of your properties and log in to your account. You can add other properties you would like to access under the same login by going to My Profile and clicking on Register an Additional Property at the bottom of the page. Once your other property(s) have been added, you will need to go to My Profile again and click on the property you would like to view.

Payment Processing Center:

- Mail check and payment stub to (Community Name) c/o GW & Associates, Inc., P. O. Box 878, Commerce, GA 30529.
- To ensure your payment is received and posted properly, please allow 2 or 3 days mailing time to reach the Processing Center by the due date.
- Please include your payment stub with your payment. If the payment stub is not received with your payment, it may cause a delay in the posting of your payment.
- Make sure payments are made payable to your Association and your account number is written on your check.

Automatic Debit ACH:

Members who wish to setup automatic payments this way should complete an ACH setup form available on our website www.gwmgt.com, click on the Documents/Forms link on the left then click on Homeowner Forms, or contact our office directly and we can mail you a copy of the form. Return the completed form to our office with a voided check or deposit slip.

All bank information is kept secure and confidential. Once you are setup, payments will automatically be debited from your bank account on the second business day of the month until written cancellation is received.

Personal Online Bill Pay Services:

Please make sure that the payment is made payable to your Association and include your account number and the property address to which the payment should be applied.

Remember, if you use your own online banking system to make payments, make sure you update the vendor information to include the current remittance address, P.O. Box 878, Commerce, GA 30529. If you have already setup recurring payments for your assessments, please make sure that you update your account with the current assessment amount if it has changed. *PLEASE DO NOT INCLUDE ANY WRITTEN CORRESPONDENCE ALONG WITH YOUR ASSOCIATION FEE PAYMENT. PAYMENTS ARE PROCESSED THROUGH THE ASSOCIATIONS' BANK LOCKBOX AND ADDITIONAL ITEMS OR CORRESPONDENCES MAY NOT BE FORWARD TO OUR OFFICE.*