

**Annandale Management Company**  
**7825-A Patriot Drive**  
**Annandale, Virginia. 22003**  
**Office (703) 328-5760    FAX 359-4365**  
**[amc@annandalemanagement.com](mailto:amc@annandalemanagement.com)**

Dear Owner,

Your Bill Pay Number will serve as your account number and it will be listed on your Coupon / statement. If you are mailing your payment please send the payment coupon along with your check to BB&T, P.O. Box 628207, Orlando, FL 32862-8207 and not our office address. There are also other ways you can pay your Homeowners dues.

**Mailing your payment:**

1. All checks must be accompanied by a payment coupon.
2. Make your check payable to YOUR HOA / CONDO Association
3. Tear off the coupon and enclose with your check.
4. Mail payments to BB&T, P.O. Box 628207, Orlando, FL 32862-8207
5. Include your Bill Pay / Account number on your check.

**Making Payments at a BB&T Financial Center:**

1. Payments are accepted at all BB&T financial centers.
2. Payments will post the following business day.
3. You must have a coupon to make a payment at a BB&T location.

**Online Bill Pay Providers:**

1. If you use an online bill pay provider, use the bill pay account number located on your coupon. The number is listed as: **Bill Pay Number**.
2. Use the Bill Pay number only; do not add any other letters, numbers or identifying words in the account number area.
3. The bill pay account number is unique to each property address and payment obligation.

**Sign up for Association Pay (ACH) – Payments will be debited from your checking or savings account:**

1. For fast enrollment, sign up online by using the Online Payment System at [BBT.com/payments](http://BBT.com/payments). When your payment is due, your account will be automatically debited on the third of the month. If the third falls on a weekend or holiday, your account will be debited the next business day.
2. If you wish to enroll in Association Pay by U.S. Mail, complete the authorization form in your coupon book. Mail the form to BB&T Association Services, P.O. Box 2914, Largo FL 33779, do not include with your payment.

Sincerely,

*Kenneth A. Haynes*

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Annandale Management Company