

How to set up Automatic Bank Draft Payments!

You can easily set up automatic payments using your bank website!

1. To start, log in to your online banking system.
2. Go to your bill pay section.
3. Add account.
4. Your bank will need to know the following information:
 - **Pay to Account Name:** Summer Station Apartments
 - **Account Number:** This is the first four digits of your apartment address, followed by your street, and don't forget your apartment number at the end!
 - Example: 3700SD101 (for 3700 Snowdrift Circle #101)
 - 3509CH401 (3509 Chimney Hill Ct #401)
 - 3507SC401 (3507 Station Court #401)
 - **Pay to Account Address:**
 - Summer Station/Station East: 3700 Snowdrift Cir Virginia Beach, VA 23462
 - Pembroke Crossing: 825 Crossing Ct #103 Virginia Beach VA 23455
 - North Beach: 4605 Gale Force Ct #103 Virginia Beach, VA 23455

Here is an example of Bank of America's bill pay website:

Please remember ALL rent must be in to the office no later than 5:00 on the 5th. Any payments received after the cut off time will be considered late and the appropriate fees will be applied. This is NOT direct deposit. Your bank will be mailing us a check using this process. Ensure you ask your bank to draft your payment early enough for us to receive it through the mail service.

The screenshot shows the Bank of America Online Banking interface. At the top, there is a navigation bar with 'Bank of America Online Banking' and a user name 'Anne'. Below this is a menu with options: Accounts, Bill Pay, Transfers, Cash Back Deals, Tools & Investing, Open an Account, and Help & Support. The main heading is 'Add a Pay To Account: Enter Information'. On the left, there is a 'Quick Help' sidebar with links for 'What can I do?', 'What do I need to know?', and 'What else can I do?'. The main form area contains a message: 'We were unable to verify your Pay To account. Please provide additional information.' followed by a progress indicator showing steps 1, 2, and 3. The form fields include: '*Pay To Account Name' (Summer Station Apartments), 'Nickname' (Summer Station), '*Full Account Number' (masked with dots), 'Re-enter Full Account Number' (masked with dots), '*Pay To Account Address 1' (3700 Snowdrift Cir), 'Pay To Account Address 2' (empty), '*Pay To Account City/State/ZIP Code' (Virginia Beach, VA, 23462), and 'Pay To Account Phone Number' (757-498-1581). At the bottom, there are 'Continue' and 'Cancel' buttons.