

# Countryside Estates Co-op

## Monthly Dues Payments methods

To make it as convenient as possible provided are phone numbers and emails below that you can use to complete the sign up for your monthly dues to be paid to Countryside Estates

With this information listed there is no reason there should be any late payments after closing or if any changes need to be made to your account in the future

**NOTE- We suggest All changes MUST be completed by the 23<sup>rd</sup> of the month for your payments to be recorded by the 3<sup>rd</sup> of the following month**

### **1. Sign up Directly thru SouthState Autopay**

Sign up directly thru SouthState bank ( auto pay form attached)

Submit this form with a void check either via e-mail (preferably) or mailed directly to Ameritech

**Mailing Address:** Countryside Estates c/o Ameritech Property Management  
PO Box 20848  
Tampa, FL 33622

**NOTE:** If you do not have a check you must obtain your banks routing # and your Account # to complete the form attached

If fees change year to year SouthState will automatically make that change in the monthly withdraw

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### **2. Personal Check payable to Countryside Estates (must be paid with the coupon)**

You should have received coupons at your closing with a years payment coupons

Simply place your check and the coupon in an envelope and mail it

**NOTE:** if you leave it at the Countryside office OR mail it to Ameritech in Clearwater the association **WILL BE CHARGED** a fee for Ameritech to mail it in for you

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### **3. Bill Pay that is set up thru your own bank**

You must give your bank the new mailing address and your account # (your account # is your unit #)

Make sure to cancel your old withdraw information to Truist at your back

**Mailing Address:** Countryside Estates c/o Ameritech Property Management  
PO Box 20848  
Tampa, FL 33622

If fees change year to year, YOU MUST NOTIFY YOUR BANK OF THE CHANGE

#### **4. Sign up for the Portal**

**NOTE- YOU DO NOT NEED TO SIGN UP FOR THE PORTAL FOR ANY OF THE PAYMENTS METHOD LISTED ABOVE**

Benefits of signing up for the portal

- Credit card payments can be made (ONLY THRU THE PORTAL)
- You can view your account information regularly – checking to see if payments have been recorded properly and are up to date

Follow the steps below to register for the portal

- 1) Go to **<https://amtec.cincwebaxis.com/>** (Do not add www.)
  - 2) Click on the "Website Portal Login" in the top right-hand corner
  - 3) Click on the "Register" button in the top right-hand corner
  - 4) Complete a minimum of all mandatory fields marked with a red asterisk \* -
    - a) Please enter your email address as your Login ID –
    - b) Please enter your Association (property) Address (not your secondary address) –
    - c) When entering your name please enter it exactly as it appears on the coupon book that you received. Include any spaces, initials and/or multiple names
  - 5) After you have registered, a request to approve your registration will be sent to us
  - 6) We will approve your registration and an email will be sent to you.
- Go to the web address above, set your password and log into the portal.

**IF you have any questions or issues in setting up one of the 4 ways to make your monthly dues payments to Countryside Estates please contact any one of the 4 listed below for help. The sooner the better**

**Ameritech Property Management general phone # 727-726-8000**

Tony Toscano-manager 727-639-1248 [ttoscano@ameritechmail.com](mailto:ttoscano@ameritechmail.com)

Ruth Dorch – 727-639-1248 ext 225 Transition staff accountant [rdorch@ameritechmail.com](mailto:rdorch@ameritechmail.com)

Aneliese Gonzalez –ext 355 Account manager [agonzalez@ameritechmail.com](mailto:agonzalez@ameritechmail.com)

Jennifer Sosnoff –ext 227 SR. Staff Accountant [jsosnoff@ameritechmail.com](mailto:jsosnoff@ameritechmail.com)