

## Payment Drop-Off Instructions

If you need to drop off a payment in person, Capital Association Management offers a secure drop box located at the main office at 1202 E Park Avenue, Tallahassee, FL 32301. Payments placed in this drop box are deposited directly into a secured collection box. Accepted forms of payment:

- Check
- Money Order

Cash is NOT accepted.

Parking is available along the side of the building off Hardee Street. After parking, the drop box is located down the brick walkway adjacent to the handicap parking space. Please refer to the photos below for reference.

All payments should be made payable to your HOA or COA. Please clearly include the owner name and/or unit number or property address, as well as what the payment is for, in the memo line. Please note that **office visits are by appointment only**.

