

Dear Resident:

We are pleased to offer two optional services for payment of your monthly charges.

This service is offered by KliknPay. Payments may be made either:

1) On-line or

2) Manually (Paper-Sign Up) by completing an authorization agreement which can be obtained from your on-site management office, whereby you authorize a deduction from your checking account by a monthly electronic transfer of funds known as ACH (Automated Clearing House).

These services eliminate the need for writing a check, the cost of postage, as well as, the hassles associated with mail delivery.

If you wish to enroll in either service, have a copy of your monthly rent bill and your checking account [\(savings accounts cannot be used\)](#) information available for reference and follow the instructions below:

#### **FOR ON-LINE USERS:**

Register On-line by going to Kamson's website, [WWW.KAMSON.NET](http://WWW.KAMSON.NET), and clicking on the link located at the bottom of the page, **CLICK HERE TO PAY YOUR RENT**, which will bring you to the KliknPay website. Follow the instructions **there to set up your payment. If there is more than one tenant in an apartment, only one from each apartment can register.**

**A)** You can either authorize a one-time payment or authorize a recurring monthly payment for the total on your rent bill, subject to a cap which you set.

**B)** After registering you should print the receipt at the end of your sign-up transaction. **KLIK** will ONLY notify you **IF THERE IS A PROBLEM** with your banking information. You will continue to receive a monthly rent bill for your records and you should review the bill to make sure you are in agreement with the amount due. Please note that the KLIK website is updated for your payments only when the following months rent bills are run which should be about the 20th of each month so any payments will not be reflected until that time.

**C)** Upon initial registration, it will take 2 banking business days for your account to be up and running before you will be able to schedule a payment. If you are choosing the recurring payment option and you register on the last day of the month and choose the 1st as your recurring payment date the payment will not be effective until the 1st of the month which is 2 months after your month of registration. For example, if you register on January 31st and you choose the 1st of the month for your recurring payment date, the 1st recurring payment will not be paid until March 1st. In addition, for the recurring payment option please see the paragraph below D) for information as to when your recurring payment will be charged against your account once your account is set up.

**D)** Any inquiries should be directed to: [\*\*Kliknpayshared@kamsoncorp.com\*\*](mailto:Kliknpayshared@kamsoncorp.com)

**FOR THE RECURRING PAYMENT OPTION, DUE TO BANKING REGULATIONS YOUR PAYMENT WILL BE DEDUCTED FROM YOUR BANK ACCOUNT TWO BANKING BUSINESS DAYS PRIOR TO THE DATE YOU SELECT. WHEN CHOOSING YOUR PAYMENT DATE, YOU NEED TO TAKE INTO CONSIDERATION WEEKENDS AND HOLIDAYS. THEREFORE, AS AN EXAMPLE, IF YOU SCHEDULE YOUR PAYMENT FOR THE 1ST OF THE MONTH YOU MUST HAVE FUNDS AVAILABLE IN YOUR ACCOUNT TWO BANKING BUSINESS DAYS PRIOR TO THE 1ST. PLEASE REFER TO THE RECURRING PAYMENT CALENDAR ON THE KAMSON CORPORATION KLIKNPAY WEBSITE. THIS CALENDAR WILL INDICATE EACH DAY OF THE MONTH THAT YOUR ACCOUNT WILL BE CHARGED BASED ON THE DAY YOU SELECT FOR PAYMENT.**

**If you transfer apartments, move, or no longer wish to use this service, please remember to cancel your recurring payment as it will not automatically stop once you move out of your apartment.**

#### **FOR PAPER SIGN UP USERS:**

If you do not have access to the Internet or prefer to mail in your registration, this will be considered a PAPER Sign Up. Please ask someone at your site office for the appropriate form to be completed so that you can begin using this service. Please see the instructions below for the Paper sign up.

#### **PAPER SIGN UP INSTRUCTIONS**

The completed Authorization Agreement **must be received at this office by the 1st of the** month in order for your NEXT month's payment to be automatically withdrawn from your Bank Account. Incomplete forms, or, **forms received after that date** will result in the automatic withdrawal being delayed an additional month. Please note that you cannot choose the 29th, 30th or 31st as your bank account charge date.

- A)** Your rent bill has your tenant account number which either begins with 2 letters or 4 letters.
- B)** See the Kamson KliknPay website for instructions on how to locate the Bank Routing Number and your bank account number. Your on-site management office will also be able to provide this information to you. Please note that checking accounts only are acceptable **(savings accounts cannot be used)**.
- C)** The amount deducted will be the total on your rent bill. (If you disagree with the amount shown as due, you **MUST** contact us immediately-see below for contact information).
- D)** Be sure to attach a VOIDED check from your CHECKING accounts

**NOTE: -YOUR PAYMENT WILL BE DEDUCTED FROM YOUR BANK ACCOUNT ON THE DAY YOU SELECT IF IT IS A BANKING BUSINESS DAY. IF IT IS NOT A BUSINESS BANKING DAY IT WILL BE DEDUCTED ON THE NEXT BANKING BUSINESS DAY. THE LANDLORD WILL RECEIVE YOUR PAYMENT TWO BUSINESS DAYS AFTER THE DAY YOUR ACCOUNT IS CHARGED. WHEN CHOOSING YOUR PAYMENT DATE, YOU NEED TO TAKE INTO CONSIDERATION WEEKENDS AND HOLIDAYS. THIS WILL ENSURE THAT YOUR PAYMENT IS DEDUCTED FROM YOUR BANK ACCOUNT ON THE DATE YOU WISH, AS WELL AS IT BEING CREDITED TO YOUR RENT ACCOUNT ON A TIMELY BASIS.**

Mail your completed Authorization Agreement and VOIDED Check to:

The Kamson Corporation  
KliknPay Department  
270 Sylvan Avenue  
Englewood Cliffs, NJ 07632

Please do **NOT send your Authorization Agreement to the address on your monthly bill or enclose it with your next rent payment**, as it will not be able to be processed from that location.

You will receive a confirmation letter from The Kamson Corporation if you are a paper sign up user.

**PAPER SIGN UP USERS** who have inquiries should call June Ordonez at (201) 871-1055.

Cancellation of your Klik'NPay account must be received from the User through a written request, by giving it to your office site staff or by sending it to:

The Kamson Corporation  
KliknPay Department  
270 Sylvan Avenue  
Englewood Cliffs, NJ 07632

**NOTE:**

There is **No Charge** for the use of either of these services. However, any failed transactions including, but not limited to, insufficient funds, incorrect bank account information or a closed account; will result in your rental account being charged at least \$50.00 plus any other applicable fees.