# **PAYMENTS - INTERAC e-TRANSFER**

To send money via an INTERAC e-Transfer, log in to your bank account and select INTERAC e-Transfer and follow the process. A few key points:

## 1) EMAIL ADDRESS

Send the money transfer to:

# ar@blueprintstrata.com

# 2) MESSAGE

In the Message field put the Strata Plan #, what you are paying and your unit number, for example:

VR123 Special Levy 405

If you do not fully identify the Strata Plan, the purpose of the payment and your unit number, we will decline to receive the payment, as it has to be absolutely clear.

## 3) AMOUNT

Triple check the amount you are paying to ensure it is correct. Incorrect payments may be declined.

Generally, Interac limits the amount you can transfer per day. This may result in having to make a few payments – plan ahead so that your final payment is received on or before the due date. As well, send a separate email to us to let us know about the multiple payments.

#### 4) AUTODEPOSIT

For enhanced security, we have set up the autodeposit feature – which means your payment will be immediately deposited without the need for the setting and exchanging of passwords.

Please keep in mind that a payment via INTERAC e-Transfer are considered received when we are able to process it (sent to the correct email address above, with a message that identifies you and the payment, and in the correct amount). That means if you send us a payment and it does not satisfy the above requirements, it is not considered received as we may have to refund it and you will need to try again. This may result in your being late to satisfy any deadlines the strata corporation has set for the payment. Of course, we will first attempt to contact you and get any missing information from you before we would refund a payment.