

# PAYMENT AND TRANSFER REQUEST FORM



Use this form when you're requesting payment or fund transfer between Association accounts.

SCS 229

Date of Request: 7/5/2023

Branch Name: Select Community Services

Payment FROM Association: Stoney Run Village HOA

Payment Payable TO: Brian Seo

Yes ☐ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Recurring Invoice: No ☒ How Many Times: \_\_\_\_\_ Day of Month to Pay: \_\_\_\_\_

Vendor Address: 1622 Hardwick Court #402

City: Hanover State: MD Zip: 21076

Pay From Bank Account: \_\_\_\_\_

Department: \_\_\_\_\_

Reason for Payment Request: Overpayment

Payment Due Date: ASAP Total Payment Amount: \$140

Amount: \$140 G/L Code: 2050

Amount: \_\_\_\_\_ G/L Code: \_\_\_\_\_

Amount: \_\_\_\_\_ G/L Code: \_\_\_\_\_

Amount: \_\_\_\_\_ G/L Code: \_\_\_\_\_

**NOTE:** ACH Payment Information must be sent using the Vendor Master Maintenance Form located on the intranet under Client Accounting ► Client Shared Services Center.

**NOTE:** If this is an emergency payment request, please submit to [clientAP-emergency@associa.us](mailto:clientAP-emergency@associa.us).

Requestor Name: Rhonda West

Requestor Phone: 703-230-8641

Requestor Email: rwest@scs-management.com

## For Internal AP Shared Services Center Use Only:

Check Voided

Check Reissued (if applicable)

# Account History Report

## Stoney Run Village HOA

**Brian Seo**

00953-7558

Community Address: 1622 Hardwick Court #402  
Hanover, MD 21076

Date Settled: Thu Jun 15, 2023  
Unit Type: GARDEN - Garden Condominium

Mailing Address: 1622 Hardwick Court #402  
Hanover, MD 21076

Last payment date: Tue Jun 27, 2023  
Last payment amount: 280.00  
Current balance: 0.00

Trans Date	Transaction	Charges	Payments	Balance	Date Billed	Reference	Comments
	Opening Balance			0.00			
06/27/2023	Check		-280.00	-280.00		149814	Settlement
06/27/2023	Transfer Fee - Mgmt	140.00		-140.00		Setup Fee	Settlement
07/05/2023	Refund	140.00		0.00		No WC	Back to owner