

We are pleased to offer several payment options for your convenience.

YOU WILL NOT RECEIVE A MONTHLY BILL REQUESTING PAYMENT, PAYMENT IS DUE ON THE 1ST OF EACH MONTH

1. Online One-Time or Recurring Payment via Tenant Portal

www.425vmg.com - "Tenant Portal" located in the top menu bar

Checking Account or Debit/Credit Card

You have the ability to pay your rent with a One-Time Payment or Set Up Recurring Payments through the Tenant Portal. All payments made from a checking account are fee free! Payments can also be made with a credit/debit card for a small processing fee. Sign In Details are provided in your "Welcome Email". If you need assistance logging in, please send an email to jbtpetro@gmail.com

2. Drop Box

Located at 135 North Franklin Street, Cochranton
Check or Money Order

Payments can be made at our convenient drop box.
If you wish to receive a receipt, please leave a self-addressed stamped envelope with your payment. No cash please



3. One Federal Credit Union – Any Branch

Cash, Check or Money Order

Payments may be made in person or through the night drop box if the bank hours are not convenient for you.

****Please read the instructions included with this letter completely before going to make your payment. We tried to make the process as simple as possible, but there are a few things to remember.**

4. Venmo (Instant Payment App for mobile devices)

Instant Transfer from Bank Account or Credit Card

Payments can be made by downloading the app on your mobile device. Our account can be found by searching for @jbtpetro or JBT Petroleum **Additional payment instruction are included with this letter.**

5. Online Bill Pay through your Bank

This is set up by or through your bank. We cannot help you set this up and we have no information about the programs offered by your bank. Every bank is different. Call your bank and ask for information on their Online Bill Pay program. Bank fees may apply. Set up payments to your rental company (Vision Management Group, Country Side Mobile Home Park or Sugar Creek Mobile Home Park) and use the numbers in your street address as your Account Number (if required) and your rental company (Vision Management Group, Country Side Mobile Home Park or Sugar Creek Mobile Home Park), PO Box 850, Cochranton, PA 16314 as the payment address.

6. Zelle (Instant Payment App available through your Bank)

Fund can be sent to our account by email: jbtpetro@gmail.com or Mobile Phone Number 814-425-7597

7. By Mail

While tenants are permitted to use Postal Mail, we recommend using another method when possible. We have been experiencing an increasing number of problems receiving tenant's payments by mail. Some are taking weeks to arrive and some never arrive at all. Payments can be mailed to: PO Box 850, Cochranton, PA 16314



ONE FCU PAYMENT INSTRUCTIONS

THE BANK KNOWS OUR ACCOUNTS ONLY BY Toby Kopta's JBT Rent Account.

They do not know us by Sugar Creek MHP, Country Side MHP, Vision Management Group or by any of the other rental properties we own.



1. WHEN PAYING IN PERSON tell the bank employee: "I am making a rent payment to Toby Kopta's JBT Rent Account" this will ensure the payment is deposited correctly. The employee will ask for a name to be noted with the payment, give her/him the Tenants Name. If someone is making the payment on your behalf, please make sure they give the teller the name of the tenant when making the payment, not their own. The name given to the teller will be the rent account the payment is applied to. We recommend getting a receipt from the employee as proof of payment should any problems arise regarding the payment.
2. WHEN USING THE NIGHT DROP BOX. Include a note that states: "Deposit to Toby Kopta's JBT Rent Account Payment for (Tenants name)" This will ensure that when the payment is processed it is applied to the correct account.
****It is very important to note, the employees at One FCU have NO INFORMATION about your account or your rental property. They also have no information about any payment you may have made in the past. ****



VENMO SET UP INSTRUCTIONS

1. Download the Venmo App from the App Store or Google Play
2. Sign Up for a Venmo Account or Sign In to your existing account
3. Next you will need to connect your Venmo account to a payment type, such as a bank account, credit card or debit card. To connect your account, in the Venmo App:
 - * Tap the three horizontal lines at the top right of the screen
 - * Scroll down and tap "Settings"
 - * In Settings, under Preferences, tap "Payment Methods"
 - * Tap "Add bank or card" When adding accounts to Venmo, remember that you can send money from a bank account or debit card for free, but Venmo will charge you 3% for payment from a credit card
 - * Follow steps to Verify your account by Instant Verification or Manual Verification

Venmo Payment Instructions

1. Open the Venmo App on your mobile device

2. Choose "Pay or Request"

3. Select a recipient from your list of Venmo contacts or add a recipient. You can add by Venmo username, Phone or email. You can also tap "Scan or Show QR code" and scan a Venmo user's QR code
(The QR Code for JBT Petroleum Companies including Vision Management Group, Sugar Creek Mobile Home Park and Country Side Mobile Home Park is shown
4. Add the Payment Amount
5. Include a note with your payment identifying what is being paid
6. Tap "Pay"
7. You will see your default payment method and a Green Bar asking you to verify the payment
8. Tap "Pay" in the green bar at the bottom of your screen



JBT Petroleum
@jbtpetro



venmo

Scan this code to pay