



## Payment Instructions

CiraConnect is currently accepting payments three ways. Those options are listed below along with the current rates. **Please be advised that the vendor compliance review will not begin until the payment and vendor packet is received.**

### Current Administration Fees

RealManage/GrandManors: **\$175.00**

### Option 1. Online Payment during the Application Process (Fastest Method)

1. Click the "Pay Now" button at the end of the online application.  
(<https://www.realmanage.com/vendor-services-application-introduction>)
2. Ensure the Vendor Compliance Administration Fee is selected.
3. Ensure the "Note to seller" text box has the company name entered that matches your W9 from the vendor packet. If these names do not match, it could lead to a delay in the review process.
4. Click Pay.

### Option 2. Courier/Overnight Mail

1. Make the Check Payable to: **CiraConnect, LLC**
2. Ensure that the memo section of the check has the following:

"CCVC: Company Name on your W9"

**\*\*If the company name in the memo section of the check does not match your W9 from your vendor packet, it could lead to a delay in the review process.\*\***

3. Mail it the following address with the completed information card at the bottom of page 2:

6400 International Pkwy  
Suite 1000  
Plano, TX 75093



### Option 3. Regular Mail (Slowest Method)

1. Make the Check Payable to: **CiraConnect, LLC**

2. Ensure that the memo section of the check has the following:

“CCVC: Company Name on your W9”

\*\*If the company name in the memo section of the check does not match your W9 from your vendor packet, it could lead to a delay in the review process.\*\*

3. Mail it the following address with the completed information card at the bottom of page 2:

P.O. BOX 803555  
Dallas, TX 75380-3555

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### CiraConnect Vendor Compliance Administration Fee

Date: \_\_\_\_\_

W9 Name: \_\_\_\_\_

Point of Contact – Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_