



THE VILLAGE CENTERS
Your Village. Our Community.

Payment Policy Change

Effective Immediately

Staff's no longer responsible for accepting payments for any services

Acceptable Payment Options

Check- Delivered to Admin office

Include Client's Name & Purpose in the Memo

Credit Card/ACH- Authorization form must be on file
or a new form is required

Venmo- @Village-Centers

Include Client's Name & Purpose in the
Description (last 4 of phone# = **1414**)

Cash- Admin Office, to Finance Team ONLY**See Hours Below

Admin Office Info

Hours: Mon-Fri 9am- 4pm

Location: 3946 Glade Valley Drive, Kingwood, TX 77339

Phone: 281-358-6172

Questions? Please Contact the Finance Manager

Stephanie Courtney at scourtney@villagelac.org