



THE BILL PAYING PROCESS

Business Days

Payments will be processed on the business day you designate (referred to as the "Payment Date"), provided the payment request is received prior to the cut-off time set by the Financial Institution for that day. Business days are Monday through Friday, except for holidays observed by the Financial Institution. Bill requests received after the business day cut-off time, or at any time on a non-business day, will be processed on the next business day. The Financial Institution reserves its right to change the cut-off time provided notice is given if it changes.

Due Date

You may designate a Due Date for each bill payment instead of a Payment Date. In this case, the Payment Date will be determined for you based on the delivery method (referred to as the "Payment Method") and will be processed up to eight (8) business days prior to the payment Due Date provided.

YOU MUST ALLOW AT LEAST FIVE (5) BUSINESS DAYS PRIOR TO THE DUE DATE FOR EACH BILL PAYMENT (SINGLE, FIXED RECURRING, OR VARIABLE RECURRING) TO REACH THE MERCHANT. IT IS THE RESPONSIBILITY OF THE SUBSCRIBER TO SCHEDULE/ACTIVATE RECURRING PAYMENTS. Due to circumstances beyond our control, some Merchants take longer to post payments than others. We suggest sending your first payment to each merchant at least eight (8) business days in advance of the Due Date. After your first payment has been successfully posted by the merchant, you will have a better understanding of how much time to allow for that Merchant.

Payment Date

You must select a Payment Date that is at least five (5) business days before the payment Due Date reflected on your Payee statement for check delivery and at least three (3) business days prior to the payment Due Date for electronic delivery. **ELECTRONIC DELIVERY OF PAYMENTS IS NOT AVAILABLE FOR ALL MERCHANTS.** If your payment Due Date falls on a non-business day you must select a Payment Date that is at least one (1) **ADDITIONAL** business day before the actual Due Date. All Payment Dates should be well prior to any late date or grace period.

Recurring Payments

FOR RECURRING PAYMENT REQUESTS WITH A PAYMENT DATE ON OR AFTER THE 28TH DAY OF A MONTH, YOU MUST SELECT THE OPTION OF "LAST BUSINESS DAY" FOR PROCESSING TO BE ALWAYS INITIATED ON THE LAST CALENDAR DAY OF THE MONTH. Recurring payments that are not marked with the Last Business Day option will be processed on the dates you have designated, unless such date falls on a non-business day resulting in your payment being processed on the following business day.



SERVICE GUARANTEE

The Bill Payment Service will bear responsibility for any late payment related charges up to \$50.00 should a Bill Payment post after its Due Date, provided the Bill Payment was scheduled in accordance with the guidelines described under "The Bill Paying Process" in this Agreement.

TRANSACTION AUTHORIZATION

When you have scheduled a payment, you authorize the Financial Institution to debit your Payment Account and remit funds on your behalf. You certify that your Payment Account is an account from which you are authorized to make payments and any payment you make will be debited from this account. You also authorize the credit of returned payments from using the Bill Pay Service.