

## ACH Services Descriptions

After Bank has received appropriate enrollment documents, completed all other required Bank documentation, and if the Bank agrees, Customer may initiate credit and/or debit ACH Entries for payments and/or collections on Business Days to its accounts or the accounts of others in accordance with the Bank's security provisions and the terms of the Treasury Management Services Terms & Conditions agreement.

### Deadlines

Bank has an established Deadline for the processing of ACH Entries. ACH Entry submissions received after Bank's established Deadline, or on any non-Business Day, will be considered received on the next Business Day. Unless otherwise negotiated, the Deadline for receiving ACH Entries is:

**4:00 PM Central (5:00 PM Eastern)**

### Effective Date

The Effective Date is the date specified by the Originator on which it intends an Entry to be settled. Entries other than Returns and NOC items should specify an Effective Date. Entries will be sent to the Federal Reserve Bank based on the following guidelines:

**Credit Items:** 2 Business days before the effective date

**Debit Items:** 1 Business day before the effective date

Entries with an Effective Date greater than the above window will be warehoused until the above guidelines have been met. If the Entries have an Effective Date after the above guidelines, the Bank will send Entries on the date received, but cannot guarantee that the Entries will reach the destination by the designated Effective Date given. For example, if Credit Entries are given an Effective Date one day in advance, these Entries may not reach the receiving banks in a timely manner. Please note that Business Online Services cannot accept Entries with Effective Dates in the past.

### Settlement Dates

Settlement is the actual transfer of funds for ACH Entries between financial institutions provided by the Federal Reserve Bank. If an Effective Date is not specified or if an Entry specifies an Effective Date the same as, or earlier than, this Bank's processing date, the Settlement Date is the banking day following our processing date. If an Entry specifies a Settlement Date that is a standard Federal Reserve Bank holiday, the Settlement Date is the next banking day for this Bank.

### Business Days

Business Days are all days except the following standard holidays that are observed by the Federal Reserve Banks:

All Saturdays

All Sundays

New Year's Day

Martin Luther King, Jr. Day

Presidents Day

Memorial Day

Independence Day

Labor Day

Columbus Day

Veterans Day

Thanksgiving Day

Christmas Day

If January 1, July 4, November 11, or December 25 falls on a Sunday, the following Monday is a standard Federal Reserve Bank holiday.

### Security

Customer may transmit their ACH Entries directly to the Bank using Business Online Services, through secure FTP to Business Online Services or direct to our ACH origination system.

### ACH Entries via Business Online Services

#### Security Provisions

If Customer elects and Bank agrees to offer submission of ACH Entries via Business Online Services, Customer agrees to be bound by the

terms of the Treasury Management Services Terms & Conditions agreement specifically as it relates to Internet Based Services. Customer acknowledges the Bank's Standard Security as it relates to Business Online Services including:

- a. Two Authorized Users must approve each ACH Entry submitted via Business Online Services, authorization token required for final approver.
- b. Two Authorized Users must approve any changes to User Entitlements including the creation of Users.
- c. Daily transaction limits may be established from time to time by Bank. Those limits may or may not restrict Customer's ability to transmit Entries through Business Online Services. In any case, Customer agrees to be bound by those limits and agrees that Bank reserves the right to changes limits without prior notice to Customer. Customer further agrees that if Bank elects to approve certain Entries above the Customer limit, Customer remains responsible for the entire amount of the Entry(s).

By waiving any of these Standard Security provisions, Customer agrees that the Bank has implemented commercially reasonable security standards and shall not be held liable for unauthorized activity submitted via Business Online Services.

## ACH Entries via secure FTP through Business Online Services

### Definition

File Transfer Protocol that utilizes transport layer security and secure sockets layer cryptographic protocols. With proper credentials an end-user can automate the transmittal of information using this protocol. Files transmitted through FTP are routed to Business Online Services for final approval.

### Security Provisions

If Customer elects and Bank agrees to offer submission of ACH Entries via secure FTP through Business online Services, Customer agrees to be bound by the terms of the Treasury Management Services Terms & Conditions agreement specifically as it relates to Internet Based Services and Secure File Transfer System. Secure FTP is encrypted with an SSL connection using Triple DES 168 bit encryption where possible. A minimum encryption of 128 bit is required.

Customer acknowledges the Bank's Standard Security as it relates to Business Online Services including:

- a. At least one Authorized User must approve each ACH Entry submitted via secure FTP through Business Online Services, authorization token required for final approver.
- b. Two Authorized Users must approve any changes to User Entitlements including the creation of Users.
- c. Daily transaction limits may be established from time to time by Bank. Those limits may or may not restrict Customer's ability to transmit Entries through Business Online Services. In any case, you agree to be bound by those limits and agree that Bank reserves the right to changes limits without prior notice to you. You further agree that if Bank elects to approve certain Entries above the Customer limit, you remain responsible for the entire amount of the Entry(s).

By waiving any of these Standard Security provisions, Customer agrees that the Bank has implemented commercially reasonable security standards and shall not be held liable for unauthorized activity submitted via Business Online Services.

## ACH Entries via secure FTP ACH Direct Send

### Definition

File Transfer Protocol that utilizes transport layer security and secure sockets layer cryptographic protocols. With proper credentials an end-user can automate the transmittal of information using this protocol. Files transmitted through FTP are routed directly to our ACH origination system for processing.

### Security Provisions

If Customer elects and Bank agrees to offer submission of ACH Entries via secure FTP through Business online Services, Customer agrees to be bound by the terms of the Treasury Management Services Terms & Conditions agreement specifically as it relates to Internet Based Services and Secure File Transfer System. Secure FTP is encrypted with an SSL connection using Triple DES 168 bit encryption where possible. A minimum encryption of 128 bit is required.

Customer acknowledges that ACH Direct Send is not covered by Bank's Standard Security and choosing this method of Entry submission waives Customer's right to Standard Security as it relates to those Entry(s). By waiving any of these Standard Security provisions, Customer agrees that the Bank has implemented commercially reasonable security standards and shall not be held liable for unauthorized activity submitted via ACH Direct Send.

## Contact Us

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