



## New ACH and Check Processing Fee Announcement

Effective January 1<sup>st</sup>, 2022 there will be a fee charged for insufficient ACH transaction returns and for processing a check in its place. We know things happen sometimes, therefore the first three ACH returns will NOT incur any fees. The first fee will be charged on the fourth returned ACH transaction and any subsequent returned transactions thereafter. If an ACH return occurs and you wish to pay by check, please note there will be a \$15 processing fee charged; there will be no processing fee charged if you wish to pay by wire transfer.

[Here are the important details regarding the fees:](#)

### ACH Return Fees

- Effective Jan 1, 2022
- \$35 per ACH Return
- First 3 returns will not incur an ACH Return Fee
- Return Fees incur starting with the 4th infraction and will continue for the life of the account
- Return Fee will be added to the amount owed when attempting the resubmission of the ACH transaction
- Multiple returns on the same transaction will be counted individually

### Check Processing Fee

- Effective Jan 1, 2022
- \$15 per check
- If an attempt to submit an ACH transaction fails and the customer wishes to pay via check, there will be a \$15 per Check Processing Fee
- The Check Processing Fee in addition to the ACH Return Fee will be added to the amount owed when paying by check
- Wire Transfer is the preferred payment submission and there is no associated fee

ACH Return Fees, as well as check processing fees, are standard practices across businesses to encourage customers to not have returns as well as to cover the costs associated with having to reprocess the transaction. Again, we understand that things happen, and we hope that by providing a 3-strike policy we are displaying to you our commitment to your success as a business partner.

Regards,

CVR