

# Premier 2010

## ELECTRONIC FUNDS

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This document explains the benefits of electronic funds and how to get started.

### Description

Electronic Funds Transfer (EFT) represents the fastest, easiest and most effective way to collect your client's monthly payments. EFT is so effective that many companies will only accept electronic payments. Here's a few reasons why:

- ◆ **Improved cash flow:** Your clients payments are received within four business days of the day you process your bills.
- ◆ **Improved client retention:** Studies show that clients who pay by electronic funds are less likely to switch companies.
- ◆ **Saves money:** The cost of printing conventional bills has been estimated to be over \$1.00 per transaction when counting material, postage and labor costs. The cost of processing funds electronically is less than the cost of a stamp.
- ◆ **Save time posting payments:** Electronic payments are posted to your clients accounts automatically, saving you time from manually posting payments.
- ◆ **Improved accuracy:** The occasions of a payment posted to the wrong account is eliminated.
- ◆ **Saves time:** The time spent printing, folding, stuffing and sealing conventional printed bills is eliminated when your clients pay electronically.
- ◆ **Improve client satisfaction:** Many clients today prefer to pay bills electronically. Like you, EFT saves your clients time and money.
- ◆ **Industry Trend:** Companies everywhere that bill for recurring services are moving to EFT. Many consumers today, and many more tomorrow, are expecting to pay by EFT.

Processing EFT payments is easy. Here's how it works:

- ◆ **Establish your merchant account:** To process your funds electronically, Premier Data Systems has selected an Automated Clearing House (ACH) called Intercept, Inc. Your first step is to establish a merchant account with Intercept. This requires the completion of a Company Authorization Agreement and an ACH Application. These two documents can be obtained from Premier's web site at [www.premier1.com](http://www.premier1.com). Simply complete these two documents and mail them to Intercept, Inc. at the address shown on the document. Please direct any questions about completing the document to Intercept Support Department at 1-800-378-3328.
- ◆ **Receive your starter kit:** After reviewing and accepting your EFT Merchant application, Intercept will forward a welcome kit to you that will include login information.
- ◆ **Obtain client consent:** Next, ask your clients to make their monthly payments by EFT. Remind them that paying by EFT saves them time and money. Sign a consent form and collect a voided check from each one. The consent form you will need can be obtained from Premier's web site at [www.premier1.com](http://www.premier1.com).
- ◆ **Enter client data:** Enter your client's bank account number, bank routing number, the type of account (checking or savings) and the type of customer (residential or commercial) in the General tab on the Finance Plugin. Then select "Bank Draft (ACH)" as the method of billing.

That's it. You are now prepared to process your EFT clients electronically. To process your monthly or quarterly bills, simply follow these steps.

- ◆ **Run Billing:** Process your bills in Premier the way you always have by clicking on the Billing action on the Finance Plugin. Your program will print conventional bills for all of your clients who are not yet paying by EFT. For those clients who are paying by EFT, your program will simply save your client's invoice to the client's account without printing a bill.
- ◆ **Use the EFT Wizard:** After billing all of your clients, you will be ready to transmit your electronic invoices to Intercept for processing. Simply click on EFT under your list of actions on the Finance Plugin. This will give you the EFT wizard which will guide you through the remaining steps. The EFT wizard will require an internet connection.

- ◆ **Receive your money:** When you've completed the steps outlined in the EFT wizard, your program will transmit your payment requests to Intercept and automatically post a payment to each client's account. Intercept will forward your transactions through the banking system and through the Federal Reserve. Within four business days, your client's payments will be deposited in your bank account.
- ◆ **Receive reports:** Intercept will email daily reports detailing the funds received, collected and deposited to your account.
- ◆ **Handle returned items:** Transactions that could not be collected due to insufficient funds, closed account or invalid account numbers will be returned as uncollected. Your daily reports will show the transactions that were not collected.

To learn more about EFT or to arrange for a demonstration, please call Premier Data Systems at 1-800-533-7420.

### **Fee Schedule**

The following fees will be collected by Intercept. They will draw directly from your checking account as per your written agreement with Intercept.

Description	Fee
<b>Setup Fee</b> This is a one time fee to establish your merchant account with Intercept.	\$0.00
<b>Monthly Service Charge</b> This is a fixed monthly fee charged once per month.	\$27.00
<b>Transaction Fee</b> This is a fee for each transaction sent to Intercept for processing.	\$0.35
<b>Return Item Fee</b> This fee is charged each time a transaction is returned NSF, an account is closed or an account number is invalid.	\$2.25

### **Bank Holidays**

Because Federal Reserve banks will be closed on the following holidays, no EFT transactions can be processed on the following dates. Please, incorporate these dates into your processing windows like you would incorporate Saturdays and Sundays.

Holiday
New Years Day
Martin Luther King, Jr. Day
Presidents' Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veterans' Day
Thanksgiving Day
Christmas Day

\* For holidays falling on Saturday, Federal Reserve Banks and branches will be open the preceding Friday.

\*\* For holidays falling on Sunday, all Federal Reserve offices will be closed the following Monday.

Updated information on EFT can be found on Premier's web site [www.premier1.com](http://www.premier1.com), including the latest holiday closures and rates. You can also find additional information on EFT inside the Premier program by clicking on an idea light bulb icon on the Finance Plugin.