

## **Attachment 1-1**

### **Delivery of Files – Same-Day ACH**

Company understands that as of the execution date if this agreement only ACH credit and debit entries up to \$100,000 will be eligible to be processed during the two Same-Day ACH windows. Effective, March 21, 2021, a third Same-Day ACH processing window will be added.

Company comprehends RDFIs are required to provide funds availability to the recipient from Same-Day ACH transactions as follows:

- by 1:30 PM local time of the receiving bank for Same-Day ACH transactions processed through this Service during the first window.
- by 5 PM local time of the receiving bank for the Same-Day ACH entries processed through this Service during the second Same-Day ACH window.
- by the end of the processing day of the receiving bank for the Same-Day ACH entries processed through this Service during the third Same-Day ACH window.

#### **A. Delivery location:**

Personal Computer

Website: [www.nebankmn.com](http://www.nebankmn.com)

Northeast Bank Online Banking Cash Management Login Credentials

The company's Authorized Representative (s) will access the ACH system by utilizing the prearranged log-on procedures and will transmit files and Entries via the Bank's online system.

Physical Location: Northeast Bank

77 Broadway St NE

Minneapolis, MN 55413

This location may be used as an alternative if the Bank or customer experiences connectivity issues with the online banking system. The Bank would notify customers should this alternative delivery method be used.

**B. Format and content of Entries:** Files must be delivered in standard NACHA file formats which can be verified by going to Appendix Three in the NACHA Rules book. The Company is solely responsible for the accurate creation, modification and deletion of the account information maintained on the Company's computer systems and used for ACH Entries. The Company agrees to comply with written procedures provided by the Bank for the creation, maintenance, and initiation of ACH Entries.

All electronic transmissions must be verified by a Company Authorized Representative by entering the current code from their registered Security Token code in order to initiate or approve an ACH file(s), which validates that they are an Authorized User and that the information transmitted is authorized and appropriate.

If security token system is inaccessible, then the Company Authorized Representative must call the Bank's ACH Transmission Verification Message Center at 612-362-3225. The message should include the following information:

- Company Name
- Processing Date
- Number of Files
- Total Dollar Amount of each File

No additional verification is done on files or entries verified with a security token code. If telephone verification is required, the Bank will validate that the File totals agree with the Company information received through telephone.

In the event of a discrepancy in the totals, the Bank will call the specified Company Authorized Representative(s) designated by an authorized signer of the Company. If an Authorized Representative is not available for verification, then the File will not be processed until the Company's Authorized Representative can be contacted on the next business day. Company Cash Management users may enroll to receive email alerts when ACH batches are initiated, uninitiated and/or processed.

**C. Timing of Delivery:**

- If the Company is sending Same-Day ACH credit or debit Entries, these batches must be initiated to the Bank as follows to be included in the Same-Day ACH processing windows:
  - *1<sup>st</sup> Same-Day ACH window: 8:00 AM CT cut-off time*
  - *2<sup>nd</sup> Same-Day ACH window: 12 Noon CT cut-off time*
  - *3<sup>rd</sup> Same-Day ACH window (Effective 3/21/2021): 2:15 PM CT cut-off time (tentative)*

**D. Limits:** The total dollar amount of Entries transmitted by the Company to the Bank on any single day by file type, etc. is further explained on **Attachment 2**.

**E. Prerequisites:** Prior to utilizing the Bank's online banking service, the Company must agree to the terms and conditions of the Bank's ACH Origination Agreement. Further, before originating any Entries, the Company must complete a setup with a Bank representative which providing information about frequency and volume of Entries. To originate Files, annual financial statements may be required by the Bank.

**F. Notice by Bank:** If an Entry is rejected or returned, a notification of change is received, or the Bank amends the terms of this agreement, the Bank shall notify the Company by email.

All notices shall be provided to the following addresses for each party:

If to Northeast Bank:	If to Company:
Email: <a href="mailto:ebanking@nebankmn.com">ebanking@nebankmn.com</a>	Email Address: _____
Physical Address:  <b>Northeast Bank</b> <b>ATTN: eBanking Department</b> <b>77 Broadway St NE</b> <b>Minneapolis, MN 55413</b>	Physical Address:  _____ _____ _____ _____

COMPANY: *(Sign only if Company wants to be setup for Same-Day ACH Origination)*

By: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_