



ACCOUNT RECONCILIATION / POSITIVE PAY AGREEMENT

This Account Reconciliation and Positive Pay Services Agreement (“Agreement”) dated as of _____ between First National Bank of the Gulf Coast (“Bank”) and **Customer Name**, (“Company”) agree to the services described below shall be subject to the terms and conditions set forth in this Agreement.

ACCOUNT TITLE	ACCOUNT NUMBER

Customer Procedures

1. On a daily basis Customer will transmit a file via Electronic Banking containing their check information. (A test file of this transmission is required prior to going live with the Bank).
2. The Bank will have full authority to pay all cleared checks that match the check information provided with the exception of stop payment requests.
3. On a daily basis Customer will have the ability to view all exception items via Electronic Banking. Exception Items will default to pay all items; however when reviewing, customer will have the ability to unclick any items wishing to be returned. Decisions to pay or return checks listed on your exception report must be received by the bank electronically on the same business day by 11:00 AM EST. In the event the bank does not receive these decisions by 11:00 AM EST the bank will pay all exception items.

Exceptions will occur if:

- Check has not been issued
- Check has already cleared
- Check does not have a serial number
- Check has been voided
- Check is stale dated
- Check is dormant
- Check amount does not match issued file
- Stop Payment has been issued

- 4. Checks presented at the teller window will be compared to the file have previously transmitted. In the event there is a discrepancy between the item presented and the file information, the Bank will try and contact an authorized individual to verify if item can be paid. If the bank is unable to speak to an authorized individual than the bank will not negotiate the item.
- 5. The Bank is not responsible for detecting any Company error contained in any Check Issue Report or Pay Request or Return Request sent by the Company to the Bank.

Check Supply - Company is not to use same check number twice. When purchasing, printing or otherwise issuing checks/debits on the account, unique serial/check numbers are to be used. Duplication of serial/check numbers may result in the item(s) in question not being honored.

Company Authorized Contacts

- 1. Name: _____ Phone: _____
- 2. Name: _____ Phone: _____
- 3. Name: _____ Phone: _____

Customer Name

First National Bank of the Gulf Coast

By: _____

By: _____

Name: _____

Name: Nancy B. Ortega

Title: _____

Title: SVP Director of Treasury Operations

Date: _____

Date: _____