



Customer Product Guide

Choice for Business

Owen County State Bank

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Account Products

DDA Account Types

Free Business Checking – This account is designed for low monthly transaction volume. There is no minimum balance requirement, and the first 150 items (debit or credit) that process through the account each month are free. **See Appendix for Fees.**

Business Analysis Checking – This account is designed for businesses that typically carry a higher balance and have a higher transaction volume. The account earns an “earnings credit” based on an adjustable rate and the account’s daily balance. While this may sound like the account earns interest, the earnings credit is not the same as interest and should not be considered interest. At the end of the statement period, the total amount of credit earned is subtracted from the total amount of per-item fees assessed. Depending on the fees and the earnings credit, the credit *may* partially or completely offset the per-item fees, but it will never *exceed* the fees. Note the credit only offsets per-item processing fees and does not offset other fees, such as OD fees, stop payment fees, or CCM fees. **See Appendix for Fees.**

Other types of accounts, such as Money Market Savings, are available to businesses as well.

Business Sweep Accounts

A business can add a Sweep transfer to automatically move funds in excess of a target account balance into a Savings or Money Market Savings account to earn interest. **Example:** A target balance of \$10,000 is set in the business’ operating account. After end-of-day processing, if the balance in the operating account is over \$10,000, the difference is swept into the business’ Money Market Savings account. This way, the business keeps enough funds in the operating account to handle day-to-day expenses and accrue earnings credit, while the excess funds earn interest. In the event that the business has less than the target balance after processing, funds are swept *from* the Money Market account to satisfy the target. **See Appendix for Fees.**

Overdraft Protection Services

Overdraft Protection Transfer – OCSB business customers can request an Overdraft Protection Transfer link between another OCSB deposit account owned by the business and their DDA account. Funds will automatically transfer from the secondary account to cover the overdraft, assuming funds are available in the secondary account. While a transfer fee is assessed in this process, the business avoids incurring Overdraft/NSF fees and returned unpaid items. This service may benefit businesses that have additional funds available to deposit in a second OCSB account, but don’t have the need for a Sweep account (see Business Sweep Accounts). **See Appendix for Fees.**

Ready Reserve Business Lines of Credit – OCSB business customers can apply for a Ready Reserve Overdraft Line of Credit. If approved, funds will automatically transfer from the Ready Reserve account to cover the overdraft in the DDA account, assuming the credit limit is sufficient. While interest is charged on any outstanding balance on the Ready Reserve account and transfer fees may apply, the business avoids incurring Overdraft/NSF fees and the possibility of returned unpaid items. A Ready Reserve Credit Line may benefit businesses that don’t have additional funds on deposit (see above Overdraft Protection Transfer). **See Appendix for Fees.**

Lending Services

The Loan Department has a variety of loan products designed specifically for commercial needs, including:

- Business Operating Lines of Credit
- Commercial Real Estate, Land, Development, and Construction Loans
- Commercial Term Loans (up to 7 years)
- Single Payment Note (up to 6 months)
- Letters of Credit

Contact the Loan Department for current rate information and details on products to fit your specific needs.

Online Services

Corporate Cash Management (CCM Basic)

CCM Basic offers 24/7 online account access, including real-time balance inquiry and transaction history, as well as the capability to initiate transfers and loan payments between OCSB accounts either real-time or scheduled in advance. Additionally, CCM Basic allows businesses to have multiple CCM online users, each with customized access to specific accounts and/or functions. CCM Basic customers automatically have access to QuickBooks WebConnect and may choose to receive free e-Statements. Finally, CCM ACH Origination and CCM Wire Requests can be added to CCM Basic for expanded transaction services. **See Appendix for Fees.**

QuickBooks WebConnect

Businesses enrolled in CCM may export account transactions into QuickBooks through CCM's Export function. Transactions are downloaded through QuickBooks' proprietary WebConnect format and automatically loaded into your QuickBooks software. From there, you can reconcile cleared items quickly and efficiently.

Paperless e-Statements

Businesses using CCM can choose to receive their monthly statements as paperless e-Statements. e-Statements offer several advantages over traditional paper statements:

- e-Statements are faster – No waiting for your statement to be printed, stuffed, mailed, and delivered. As a result, e-Statements are available to you a few days earlier than paper statements and you don't need to worry about the mail getting lost or misplaced.
- e-Statements are easier to store and search – CCM stores e-Statements online for one year, but users can easily download and store their e-Statements on their own computers for as long as desired. When you need to refer back to an old statement, it's much easier to search your hard drive's folder than a filing cabinet, and there's less clutter.
- e-Statements are easier to read – Using the Zoom functions of your browser, check images can be enlarged to get a better view of details.
- e-Statements are environmentally friendly – Most businesses don't keep the envelope or the stuffers, and seldom need to refer back to old statements over time. This generates a lot of unnecessary paper waste as well as a waste of space. e-Statements reduce paper consumption and storage space needs.

CCM ACH Origination

ACH Origination allows your business to send electronic debits and/or credits. ACH transactions are fast, economical, and have become widely used in a variety of transactions. This versatility and efficiency is matched by OCSB's three different ACH Origination service offerings. Companies can choose to utilize one or more of these services to meet their specific needs. **See Appendix for Fees.**

ACH Batch

ACH Batch is typically used to send funds to or collect funds from individuals rather than other businesses. ACH Batch allows you to initiate several similar transactions simultaneously - such as weekly payroll to 50 employees or monthly rent collection from apartment tenants. Other uses may include collecting health club dues, church tithes, and utility payments. If you've ever signed up for "AutoPay" or "EZPay" or "Direct Deposit", a function like CCM's ACH Batch is being used, and your business can use it too.

CCM's ACH Batch allows OCSB business customers to enter the account information of each Receiver (the person being debited or credited). This information is stored along with a typical payment amount. Once this information is entered, sending transactions is quick and easy. When you are ready to move funds, you can tweak the amounts, add or remove individual Receivers, and submit the batch.

ACH Single Entry

Single Entry is typically used in two ways; both involve moving funds between commercial entities. Businesses that have accounts at different banks will often use Single Entry to move funds back and forth between their accounts. This provides you with several advantages:

- Cheaper than wires – ACH is much cheaper than initiating wires to move funds. A single wire is typically more expensive than a month of ACH Single Entry service.
- Simpler than wires – Single Entry allows you to move money both **to** and **from** OCSB. To do the same function using wires, you would have to visit OCSB to move money **out**, and then contact your other bank (or banks) to move money **in** to your OCSB account.
- Faster than checks – ACH can be settled the next business day. Checks are often settled overnight, but not always; especially if the other bank is geographically distant.
- Less hassle than checks – Using checks to transfer funds requires either a trip to the bank to deposit the check or to wait on a mailed-in check to be delivered by USPS and processed by the receiving bank.
- Better bookkeeping than checks – With Single Entry ACH, both "sides" of the payment (the debit and the credit) are settled the same day. With checks, the funds rarely settle between banks the same day. This sometimes complicates recordkeeping.

Single Entry also provides a method for you to send money to or from other businesses who accept ACH transactions, often referred to as Business to Business or B2B. For instance, after delivery of equipment, a construction firm may send the manufacturer an ACH credit to pay the invoice. Or, an insurance company may send a bulk ACH payment to a hospital to cover the recent medical procedures on several insured patients.

CCM's Single Entry operates much like ACH Batch. The customer company enters the account information for each Receiver and then enters the payment amount and effective date when they are ready to initiate. The account information can be retained in a template within CCM for future payments.

ACH Send File

Many finance and accounting software packages used by businesses include the capability to create a complete NACHA-formatted ACH file. Businesses that use such software to manage payroll or accounts payable may have already entered their Receivers' account information into their internal software. In such instances, having to enter the same information into ACH Batch or Single Entry is redundant. Rather, if your software has the capability to do so, you can export the transactions into a complete ACH File and send OCSB the file through CCM for processing through the Federal Reserve. This saves you the hassle of keying amounts and account information into CCM itself. Instead, CCM acts as a secure transmission conduit and does not change the content of your file information in any way. Using CCM's Send File ensures that your confidential ACH file is transmitted to OCSB through a secure, encrypted method. OCSB's e-Business services will work closely with customers who wish to utilize ACH Send File to ensure files are properly configured and tested to meet the Federal Reserve's standards.

CCM Wire Requests

OCSB customers whose business processes require the same day settlement and "near-real-time" transmission speed that wires offer may benefit from CCM Wire Requests. Businesses who regularly initiate wires can add the CCM Wire Requests service to conveniently send domestic wires without visiting a bank branch. Furthermore, CCM Wire Requests have the capability to store the account and beneficiary information for a wire, making a recurrence of the same wire down the road much easier. While CCM Wire Requests can only be sent to domestic (US) recipients, OCSB customers may visit any OCSB branch to request a foreign, or international, wire transmission. **See Appendix for Fees.**

CCM Dual Authorization

Because features like CCM's ACH Origination and Wire Requests allow the movement of large sums of money through remote access, businesses utilizing such services have sometimes been targeted by online criminals. Dual authorization is an additional layer of security offered by OCSB to deter both internal and external criminal threats. Dual authorization for ACH Origination and/or Wire Requests requires one CCM user to initiate the transaction and another user within your company to approve it. If both steps aren't completed on the same day, the transaction is voided and never sent to OCSB for processing. Dual authorization is effective against external fraud because it requires the access information and credentials of two individuals. Dual authorization is also effective against internal fraud by a rogue employee. While dual authorization will not guarantee that all fraud will be avoided, it does add an additional layer of protection to OCSB's other online security processes.

OCSB highly recommends companies utilizing ACH Origination or Wire Requests consider dual authorization if your organization supports it. Businesses with only one CCM user cannot utilize dual authorization.

There is currently no fee to add and utilize Dual Authorization.

Payment Services

Remote Deposit Capture

Remote Deposit Capture (RDC) allows your organization to process checks received from your customers without leaving your office. When you choose OCSB's RDC solution, our technology partner will provide you with an easy-to-use check scanner similar to the ones we use at our branches. As you scan your customers' checks, they are automatically converted into electronic ACH transactions. These transactions are debited from your customers' bank accounts while

your OCSB account is electronically credited for the amount of the checks scanned. This service provides convenience to your business in many ways:

- Extremely efficient – Rather than requiring one of your employees to physically visit the bank and drive back to the office, your staff can remain at their desks and process the checks quickly through the secure online interface. Many RDC users love the fact that they don't have to drive to the bank on cold days with icy roads. And many business-owners love the fact that their employees no longer use the trip to the bank as a means to run personal errands on company time.
- Speedy collection of funds – Because RDC uses ACH, deposits and the converted checks typically clear within two business days.
- Faster notification of returns – In the event that a converted check is nonsufficient, the returned ACH item is typically sent back to you much faster than a similarly returned check. This gives you a head-start on collecting the funds and resolving the issue with your customer.

RDC is administered and sold through our third party technology partner; additional fees apply.

Merchant Services

Merchant services allow your business to accept both debit and credit cards with quick approval response times and low costs. Whether you need one terminal or a solution for multiple locations, our technology partner will provide equipment to accept card payments in both “card present” and “card not present” (i.e. phone, Internet) situations. Funds are then deposited via ACH into your OCSB account.

Merchant Services are administered and sold through our third party technology partner; additional fees apply.

Additional Services

Financial Planning

Professional financial planning services are available through the expertise of David Hensley, Certified Financial Planner®, at OCSB's Main Branch. Business owners interested in retirement planning and/or retirement accounts for themselves or for their employees may contact David for a variety of retirement and investment solutions.

Bankline Bank by Phone

Bankline telephone banking offers 24/7 access to account balances, history, and funds transfer. To access Bankline, dial (812) 829-2707, or toll-free within the United States at (800) 684-3168.

Appendix

Choice for Business Fee Schedule

Product/Service	Related Fees
DDA Account Types	
Free Business Checking	\$0.30 per item after 150 items
Business Analysis Checking	\$0.08 per item offset by earnings credit
Business Sweep Accounts	Contact New Accounts
Overdraft Protection Services	
OD Protection Transfer from Deposit account	\$2/transfer
OD Protection Transfer from Ready Reserve LOC	\$2/transfer
Lending Services	Contact the Loan Department
Online Services	
Corporate Cash Management (CCM Basic) <i>Includes Account Inquiry, Internal Funds Transfer, Multiple Users, QuickBooks WebConnect, and Paperless e-Statements</i>	\$15/month
CCM ACH Origination module	\$15/month <i>(requires CCM Basic)</i>
CCM Wire Request module	\$15/month <i>(requires CCM Basic)</i>
Initiate a wire request through CCM	\$17 per wire
Payment Services	
Remote Deposit Capture	Assessed through technology partner
Merchant Services	Assessed through technology partner
Additional Services	
Financial, Investment, & Retirement Planning	Contact David Hensley
Bankline Bank by Phone	No fees

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