

## Any Deposit Checking for Business Account Guide February 2, 2023

This guide is provided to help you understand some of the most common features and fees associated with your Any Deposit Checking for Business Account and is not a substitute for your *Deposit Account Disclosure and Safe Deposit Box Rental Agreement Terms and Conditions for Business Accounts*, *Schedule of Fees and Charges for Business Deposit Accounts*, *Rate Sheet* and any other documents that form the Account Agreement ("Agreement") with Bank of the West. For complete terms, conditions and fees governing your Account, refer to the Agreement or ask us. To the extent that any of the terms or provisions of this guide conflict with those contained in the Agreement, the terms and provisions contained in the Agreement shall control. Any term not defined in this guide has the meaning assigned in the Agreement.

Account Opening and Usage	Minimum Opening Deposit	<b>\$100</b>
	Monthly Service Charge	<b>\$10</b> (waived for the first two (2) statement cycles for new Accounts)
	Requirements to waive the monthly service charge during each statement cycle	Make at least one (1) deposit (such as direct deposit, mobile deposit, ATM deposit, in-branch deposit, or Merchant Services funds settlement) of any amount to the Account during the statement cycle. Fund transfers between Bank of the West accounts or any credit from Bank of the West are not counted as deposits.
	Interest Bearing	<b>No</b>
	Included Transaction Limits	<b>50 transactions</b> includes all withdrawals, paid checks, transfers, debit card transactions, each deposit, and each deposited item; excludes fees. Excess Transaction Fee of \$0.50 may apply for each transaction when the Included Transaction Limits are exceeded.
	Included Coin and Currency Limits	<b>\$2,500 coin and currency</b> includes deposited or supplied (withdrawals, exchanges, and deposits less cash received) Excess Cash Fee of \$0.25 per \$100 may apply when the Included Coin and Currency Limits are exceeded.
	Bank of the West ATM Fees	<b>\$0</b> for using Bank of the West ATMs
	Non-Bank of the West ATM Fees	<b>\$3</b> Bank of the West charge for each withdrawal, transfer, or balance inquiry conducted at a non-Bank of the West ATM. The ATM owner may charge you additional fees.
	Deposited Item Returned Fee	<b>\$15</b> for each Item you deposit or cash against your Account that is returned for any reason. Minnesota branch Accounts only: <b>\$4</b> for each Item you deposit or cash against your Account that is returned for any reason.
	Paper Statement Fee	<b>\$3/month</b> per Account, charged each month we make a paper statement available to you. For additional details and fee waiver information, please refer to the Schedule of Fees and Charges for Business Deposit Accounts.
	Stop Payment Fee	<b>\$35</b> for each stop payment order (check, electronic, or third party transfer)
Other Service Fees	Please refer to the Schedule of Fees and Charges for Business Deposit Accounts.	

Overdraft Coverage	Standard Overdraft Practices (Applies to checks, ATM withdrawals, ACH, and recurring and non-recurring Debit Card transactions)	We may, at our discretion, assist you with an unplanned or occasional Overdraft by paying checks, ACH or recurring and non-recurring Debit Card transactions, permitting ATM withdrawals and charging you an Overdraft Fee (listed below) when your Account has an insufficient Available Balance. <u>You are automatically enrolled in Standard Overdraft Practices.</u> <b>Opting Out:</b> If you <u>do not</u> want us to pay checks, ACH, or recurring and non-Recurring Debit Card transactions, permitting ATM withdrawals when doing so will overdraw your Account, you may <u>opt out</u> of our Standard Overdraft Practices by contacting your local branch or our Contact Center at the number listed at the end of this guide. You can change your option at any time.  Note: If you <u>opt out</u> of our Standard Overdraft Practices, there still may be times when an Item is paid, an Overdraft occurs, and an Overdraft Fee is charged. Also, we may return an Item unpaid due to an insufficient Available Balance in your Account.
	Overdraft Fee (for each Item we pay)	<b>\$35</b> per Item paid if your Account has an insufficient Available Balance to cover the Item <b>\$5</b> Overdraft Buffer: No Overdraft Fees will be assessed on your Account if at the end of the Business Day your Account's Available Balance is overdrawn by \$5 or less after all transactions have posted.
	Daily Maximum (number of Overdraft Fees per Business Day)	<b>No Limit</b>

Alternative Overdraft Programs	Savings Overdraft Protection for Sole Proprietorships	<b>\$12</b> per transfer. You can link a Bank of the West savings or money market Account to your Account to help cover Overdrafts (subject to the Available Balance in your savings or money market Account).
	BusinessLink Reserve Line (Credit Approval Required)	Ask your branch for details on linking a line of credit to your Account to help cover Overdrafts (subject to available credit in the BusinessLink). Certain fees and restrictions may apply. Refer to the BusinessLink Reserve Line Agreement and Addendum.

<sup>1</sup> Our Business Days are Monday through Friday, excluding federal holidays. At branches, Business Days end at the posted branch lobby closing time and at ATMs, Business Days end at 4:30 PM (Pacific Time).

<b>Processing Policies</b>	Funds Availability Policy (When funds deposited to your Account are generally available)	<b>Same Business Day:</b> <ul style="list-style-type: none"> <li>▪ Electronic Direct Deposit</li> <li>▪ Incoming Wire Transfers</li> </ul>
		<b>Next Business Day:</b> <ul style="list-style-type: none"> <li>▪ Cash <ul style="list-style-type: none"> <li>• Deposited with a Bank of the West banker up to closing time at that branch</li> <li>• Deposited at our ATM up to 4:30 p.m., Pacific Time</li> </ul> </li> <li>▪ Checks (Bank of the West checks, non-Bank of the West checks, and federal government checks) <ul style="list-style-type: none"> <li>• Deposited with a Bank of the West banker up to closing time at that branch</li> <li>• Deposited at our ATM up to 4:30 p.m., Pacific Time</li> </ul> </li> </ul>
		<b>Special Funds Availability Rules</b> <ul style="list-style-type: none"> <li>▪ Longer delays may apply based on Items deposited, Account history or if you have recently opened your Account with us. For additional detail, please refer to the Funds Availability Policy in the Deposit Account Disclosure and Safe Deposit Box Rental Agreement Terms and Conditions for Business Accounts.</li> </ul>

<b>Posting Order</b>	The following describes the order in which we post transactions to your Account and affect your Available Balance, which is known as our "Posting Order." We "post" transactions to your Account throughout the Business Day and during our nightly processing each Business Day. As a result, Items do not always post in the order in which the transactions occurred. Rather, we group your transactions into certain categories and post transactions as described below.		
	<b>Posting Order</b>	<b>Transaction Types</b>	<b>How They Are Posted</b>
	1 <sup>st</sup>	<ul style="list-style-type: none"> <li>• Deposits</li> </ul>	<ul style="list-style-type: none"> <li>• We credit your Account for Items and funds that have been accepted for deposit to your Account.</li> </ul>
	2 <sup>nd</sup>	<ul style="list-style-type: none"> <li>• Previously authorized transactions <ul style="list-style-type: none"> <li>✓ ATM withdrawals</li> <li>✓ POS Debit Card transactions</li> <li>✓ Checks cashed or negotiated at one of our branches</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Within each group, we generally pay Items as follows: <ul style="list-style-type: none"> <li>✓ If Items have a machine readable date and/or time stamp, we pay the Items in the order of the date/time stamp.</li> <li>✓ If we have no date/time stamp, we pay those Items after Items with a time stamp, sequenced from the lowest amount to the highest amount.</li> <li>✓ If the Items are checks, we pay them in check number order (from low to high).</li> <li>✓ When we cannot readily determine check numbers, we pay those checks after checks with identifiable check numbers in sequence from the lowest amount to the highest amount.</li> </ul> </li> </ul>
	3 <sup>rd</sup>	<ul style="list-style-type: none"> <li>• Wire transfers (debits)</li> </ul>	
	4 <sup>th</sup>	<ul style="list-style-type: none"> <li>• Transfer of funds between Bank of the West Accounts</li> </ul>	
	5 <sup>th</sup>	<ul style="list-style-type: none"> <li>• Bank of the West fees</li> </ul>	
	6 <sup>th</sup>	<ul style="list-style-type: none"> <li>• Checks presented for payment against your Account</li> </ul>	
	7 <sup>th</sup>	<ul style="list-style-type: none"> <li>• Transactions presented through the Automated Clearing House (ACH) <i>Note: Online banking bill payment may be processed as either checks or ACH transactions</i></li> </ul>	
	8 <sup>th</sup>	<ul style="list-style-type: none"> <li>• Sweep Transactions to or from your Account</li> </ul>	
9 <sup>th</sup>	<ul style="list-style-type: none"> <li>• Monthly Service Charges</li> </ul>		

<b>Questions or Contact Us</b>	<b>If you have questions or would like more information</b> , please visit your local branch or call our Contact Center at 1-800-488-2265 (for TTY, use 1-800-659-5495). We will be happy to assist you.
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