

BUSINESS PAYROLL PROCESSING

Let us do the work for you with Business Payroll Processing! We'll distribute your payroll directly to your employee's financial institution of choice within 3 business days. **Convenient. Quick. Easy. Secure!**

CCU offers business payroll deposits via ACH to small businesses whom have met certain qualifications. CCU reserves the right to refuse this service at any time. **Please complete the following information to begin the approval process.**



100 East Main Street
Black River Falls, WI 54615

800.258.0023
www.coopcu.com

Date : _____

Business Name : _____

Account Number : _____

Contact Name : _____

Phone Number : _____

Frequency of Payroll : Weekly Bi-Weekly Semi-Monthly Monthly

Weekday of Payroll : Monday Tuesday Wednesday Thursday Friday

Preferred method of communication : Email Phone Fax Other _____

Number of Employees : _____

Amount of Payroll File: \$ _____

Title : _____

Email : _____

IMPORTANT INFORMATION AND REMINDERS

● Fees Associated with Business Payroll

Setup Fee.....	\$50.00
Each File.....	\$0.50/transaction; \$10.00 max
Late Transmission.....	\$1.00/entry
Late Change/Reversal.....	\$1.00/entry

Fees may change; if they do, notification will be sent to businesses utilizing this service.

● Exposure Limits

All members must be approved for a credit exposure limit by a loan officer based on the following criteria: Financial Statement, Income Tax Review, Credit Bureau Report, Overall Relationship.

● ACH Agreements

Co-op Credit Union together with each Originator shall execute an agreement that binds the Originator to the ACH rules, defines responsibilities of both parties, and identifies processing requirements for specific application related procedures. The agreement will address the following: ACH Rules, Office of Foreign Assets Control, Liability for Rules Violation, Internet Initiated Entries, Prenotifications, Third Party Issues, Uniform Commercial Code Article 4A, Reinitiating Returned ACH Transactions, Telephone Initiated Entries, Requirements of Authorizations.

Please direct questions and completed requests to the VP of Accounting or the ACH Specialist.