



DEAR CUSTOMER:

IMPORTANT NOTICE REGARDING FUNDING REQUIREMENTS DURING THE HOLIDAY SEASON

Please note that the following dates are banking holidays in Canada:

Friday December 25, 2009
Monday December 28, 2009
Friday January 1, 2010

To ensure that your bills and/or your employees are paid on time it is important that your payment/payroll file is transmitted, and that funding arrangements are made within **the required number of business days, prior to the payment date.**

Below is a schedule showing when funds are due to TelPay for each payroll and bill payment date over the holiday period and (for Option 4 only) the latest date for file transmission.

LEGEND	
Option 1 . You Initiate a transfer directly to TelPay's trust account	Option 4 . We debit your account
Option 2 . You transfer to TelPay via an online/phone payment	

PAYDAY	PAYROLL – YOUR FUNDING AND FILE IS DUE BY:			
	Option 1 & 2		Option 4	
	You Transfer to TelPay 2 business days prior by 3:00 PM CT:		You must transmit file for Option 4 by 11:59 PM CT on:	TelPay debits 4 business days prior:
Tue Dec 29	Wed Dec 23	Fri Dec 18	Mon Dec 21	
Wed Dec 30	Thurs Dec 24	Mon Dec 21	Tue Dec 22	
Thurs Dec 31	Tue Dec 29	Tue Dec 22	Wed Dec 23	
Mon Jan 4	Wed Dec 30	Wed Dec 23	Thurs Dec 24	
Tue Jan 5	Thurs Dec 31	Thurs Dec 24	Tue Dec 29	
Wed Jan 6	Mon Jan 4	Tue Dec 29	Wed Dec 30	
Thurs Jan 7	Tue Jan 5	Wed Dec 30	Thurs Dec 31	

BILL PAYMENT	BILL PAYMENT – YOUR FUNDING AND FILE IS DUE BY:			
	Option 1 & 2		Option 4	
	You transfer to TelPay 1 business day prior by 3:00 PM CT:		You must transmit file for Option 4 by 11:59 PM CT on:	TelPay debits 3 business days prior:
Tue Dec 29	Thurs Dec 24	Mon Dec 21	Tue Dec 22	
Wed Dec 30	Tue Dec 29	Tue Dec 22	Wed Dec 23	
Thurs Dec 31	Wed Dec 30	Wed Dec 23	Thurs Dec 24	
Mon Jan 4	Thurs Dec 31	Mon Dec 28	Tue Dec 29	
Tue Jan 5	Mon Jan 4	Tue Dec 29	Wed Dec 30	
Wed Jan 6	Tue Jan 5	Wed Dec 30	Thurs Dec 31	
Thurs Jan 7	Wed Jan 6	Thurs Dec 31	Mon Jan 4	

If you currently use **Option 3 (Wire Transfer)** to fund your payroll or bill payments and have a question regarding the required timing of your funding please contact TelPay directly.

We hope this schedule will assist you in planning your payments during the holiday season. If you have any questions regarding the timing of your funding during this period, please contact Customer Service at 1.800.665.0302.

On behalf of the TelPay Team, we send you our best wishes for the holiday season!