

This guide outlines **five options** available to you for providing funds to TelPay for your payroll and bill payment files. Please consider the following when choosing an option:

- With each option, you must be aware of the lead times required for providing funds to TelPay and any cutoff times at your financial institution.
- Payroll funds are due one day earlier than funds for bill payments.
- All payments are received into a TelPay Trust account.
- By selecting options 1, 2 or 3 you are transferring funds to TelPay from your account whereas under options 4 and 5 TelPay is withdrawing funds from your account.
- Options 1 and 3 require you to provide your financial institution with our TelPay Trust account number¹
- When using your financial institution's online payment systems (Option 2) your TelPay ACCESS number is your account number.
- Should a statutory holiday occur at any time during the processing required for your payment, you must transfer your payroll file of funds one day earlier.
- Consult your financial institution regarding additional fees they may charge associated with each option and setup requirements for online banking and wire transfers.

Five Options for Providing Funds to TelPay

Option 1 - YOU INITIATE A TRANSFER DIRECTLY TO TELPAY'S TRUST ACCOUNT

If you bank with CIBC, RBC, BMO, TD, or HSBC this **option may be available** to you. You will be transferring your funds directly from your account to a TelPay Trust account at these financial institutions. You will be required to be setup for online banking with your financial institution.

Example Using a Friday Payment

	Lead Time ^Y	MON	TUE	WED	THU	FRI
Payroll	2 Days			Transfer Funds & File		Pay Employee(s)
Bills	1 Day				Transfer Funds & File	Pay Bill(s)

Option 2 - YOU TRANSFER TO TELPAY VIA ONLINE/PHONE PAYMENT

You may Transfer your funds to TelPay utilizing online/phone banking provided by your financial institution. TelPay appears as a biller on these payment systems, much like a utility or a credit card company.

Example Using a Friday Payment

	Lead Time ^Y	MON	TUE	WED	THU	FRI
Payroll	2 Days			Transfer Funds & File		Pay Employee(s)
Bills	1 Days				Transfer Funds & File	Pay Bill(s)

Option 3 - YOU TRANSFER TO TELPAY VIA WIRE TRANSFER

You may transfer your funds to TelPay via a wire transfer initiated by your financial institution on your behalf. Please note there may be additional bank fees charged for this option, consult your financial institution.

Example Using a Friday Payment

	Lead Time ^Y	MON	TUE	WED	THU	FRI
Payroll	3 Days		Transfer Funds & File			Pay Employee(s)
Bills	2 Days			Transfer Funds & File		Pay Bill(s)

¹ Call TelPay at 1-800-665-0302 to inquire about TelPay's Trust account numbers.

^Y The number of days prior to your payment date that funds must be transferred to TelPay. Please note that all funds transfers should occur prior to 3:00 PM Central.

Option 4 - WE DEBIT YOUR ACCOUNT

TelPay will Debit (withdraw from) your account in advance provided that we have received your payment file (no later than the day prior to the debit occurring).

Example Using a Friday Payment

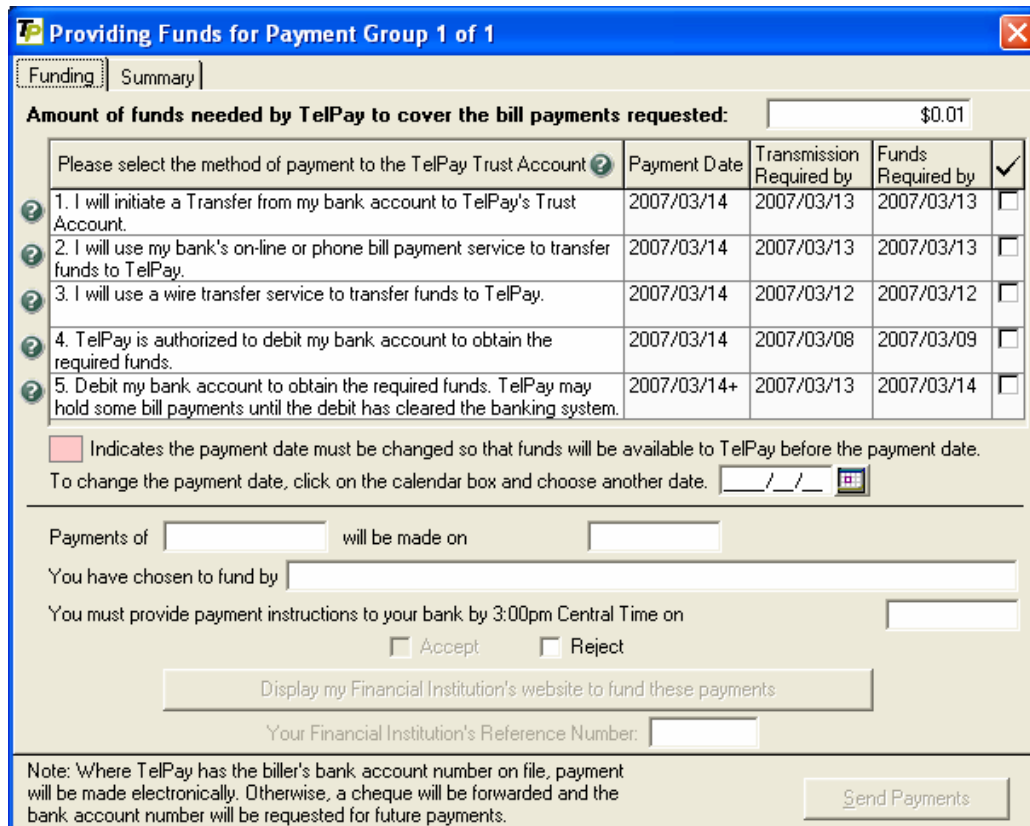
	Lead Time ^Y	FRI	MON	TUE	WED	THU	FRI
Payroll	4 Days	Transfer File	TelPay Debits				Pay Employee(s)
Bills	3 Days		Transfer File	TelPay Debits			Pay Bill(s)

Option 5 - WE DEBIT YOUR ACCOUNT (Bill Payment Files only with a possible three day hold of remittances)

TelPay will Debit (withdraw from) your account on the payment date that you request. However, payments may be held for up to (3) business days from the payment date that you have requested. You will be notified if a payment is being held by TelPay.

WHAT YOU WILL SEE

When it becomes time to select the option which you will provide your funds to TelPay, whether for payroll or for bill payments, you will be presented with the following screen. If a funding option is highlighted in **RED** you will be required to select another funding option in order that your payment is made on the date you require. If the funding option you desire is unavailable you may either chose an alternative option (if they are available to you) or adjust your payment date, possibly making your desired funding option available.




Providing Funds for Payment Group 1 of 1

Funding | Summary

Amount of funds needed by TelPay to cover the bill payments requested:

Please select the method of payment to the TelPay Trust Account ?	Payment Date	Transmission Required by	Funds Required by	✓
1. I will initiate a Transfer from my bank account to TelPay's Trust Account.	2007/03/14	2007/03/13	2007/03/13	<input type="checkbox"/>
2. I will use my bank's on-line or phone bill payment service to transfer funds to TelPay.	2007/03/14	2007/03/13	2007/03/13	<input type="checkbox"/>
3. I will use a wire transfer service to transfer funds to TelPay.	2007/03/14	2007/03/12	2007/03/12	<input type="checkbox"/>
4. TelPay is authorized to debit my bank account to obtain the required funds.	2007/03/14	2007/03/08	2007/03/09	<input type="checkbox"/>
5. Debit my bank account to obtain the required funds. TelPay may hold some bill payments until the debit has cleared the banking system.	2007/03/14+	2007/03/13	2007/03/14	<input type="checkbox"/>

Indicates the payment date must be changed so that funds will be available to TelPay before the payment date.
To change the payment date, click on the calendar box and choose another date. 

Payments of will be made on

You have chosen to fund by

You must provide payment instructions to your bank by 3:00pm Central Time on

Accept Reject

Your Financial Institution's Reference Number:

Note: Where TelPay has the biller's bank account number on file, payment will be made electronically. Otherwise, a cheque will be forwarded and the bank account number will be requested for future payments.

^Y The number of days prior to your payment date that funds must be transferred to TelPay. Please note that all funds transfers must occur prior to 3:00 PM Central.