



"Tax" means, for any Payment, the tax that you specify in the Instructions as that in respect of which such Payment is made.

"Payment Initiation Date" means, for any Payment, the date on which we receive the Instructions.

"Instructions" means, for any Payment, the instructions that you or a third party designated by you provide us, which specify the amount, Recipient and Payment Date for such Payment.

"Payment" means a payment and/or tax filing remittance made by you to a Recipient.

"Payment Date" means, for any Payment, the Business Day that you specify in the Instructions as the date on which the Payment is to be received for value by the Recipient and debited to your account.

"Recipient" means, for any Payment, the government entity or agency that is listed on the Webpage and that you have specified in the Instructions as the recipient of the Payment.

### **Disclosure of Information**

In order to process your Service requests, we may disclose information you have provided us to our agents or third parties. This information will be used only for the purpose of completing your payment and filing requests.

### **Providing Instructions**

You agree to provide us with Instructions. We will reject any Instructions that specify a Payment Date that is sooner than the first Business Day after the Payment Initiation Date or later than the first anniversary of the Payment Initiation Date.

### **Canceling or Modifying Payments**

You may cancel or modify a Payment at any time up to 3:00 p.m. local time (based on the address you have provided in enrolling for the Service) on the day before the Payment Date for such Payment. Thereafter, such Payment is irrevocable and cannot be cancelled or modified.

### **Confirmation**

All Instructions, and all cancellations and modifications of Payments, are subject to acceptance by us. Upon such acceptance, we will provide a confirmation number.

### **Completion of Instructions**

If we have accepted the Instructions, we will debit the Account and forward the Payment (subject to any cancellations or modifications that we have accepted) to the Recipient for receipt for value on the Payment Date. However, we have no obligation to act upon or to complete any Instructions that would cause, or in our opinion could cause, the Account to be overdrawn in any unauthorized amount. We may reverse any Payment that causes the Account to be so overdrawn.

### **Fees**

You will pay all fees that apply to the Service. We may debit any account of yours held with us for any fees. The current fee is \$10.00 per each tax payment and is subject to change from time to time.

### **Acceptance**

When you sign below, you agree to accept these terms and conditions.

x

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Signature of Director or Business Owner

Date