

# Your Small Business

## CHECKING ACCOUNT GUIDE\*

Comerica Bank

comerica.com

If your business is looking for a feature-rich checking account, Comerica Small Business Checking is the perfect choice. This non-interest bearing account is packed with the services the business world demands, and it also allows for the freedom to make up to 300 transactions per month without an activity fee. Comerica Small Business Checking is the business account designed with the flexibility your business needs to succeed.

### Account Opening, Maintenance and ATM Fees

Minimum Deposit to Open	\$50	
Monthly Maintenance Fee	\$16	
Options to Waive Monthly Maintenance Fee?	Yes	\$7,500 average monthly Ledger Balance
Pays Interest?	No	
Qualifies for Earnings Credit?	No	
Account Balance Fee?	N/A	
Non-Comerica ATM transactions	\$2	Transactions at U.S. ATMs, other than Comerica ATMs. (Withdrawal, Balance Inquiry, Account Transfer)
Non-Comerica ATM Surcharge Fees	Varies	A Surcharge is a fee charged by the ATM owner and varies by ATM owner.
International (Non-U.S.) ATM Transaction Fee	\$5	
International (Non-U.S.) Point-of-Sale Transaction Fee	3%	\$1.00 minimum.
Replacement ATM or Debit Card	\$5	

### Item and Cash Processing Fees

Total Items Processed	Items include Debits, Deposited Items, and Credits during the month	
0-300	\$0	
300+	\$0.55	Per item.
Cash Deposited		
0-5,000	\$0.00	
5,001+	\$0.18	Per \$100 or part thereof.
Coin (Vault Processing)	\$5.00	Per bag. Applies when sent to our central cash vault for processing.
Cash Order Fees	N/A	

### Money Service Business Fee

Money Service Business (MSB) Designation Fee	\$50/month	Applies to all Checking, Savings and Money Market accounts belonging to Money Service Businesses (MSBs).
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### Overdraft and Returned Item Fees

Fees for using your account when you don't have enough money in it or it's already overdrawn

Overdraft/Uncollected Funds Interest	N/A	
<b>Paid Overdraft</b>		For each item we pay: An occurrence is defined as a day on which your account has at least one overdraft or non-sufficient funds item. Occurrences are collected and used on a rolling 12-month period.
1st Occurrence	\$25.00	
2nd-4th Occurrence	\$33.00	
5th or Greater Occurrence	\$37.00	
<b>Non-Sufficient Funds (NSF) (Return of unpaid items)</b>		For each item we do not pay: An occurrence is defined as a day on which your account has at least one NSF item or overdraft. Occurrences are collected and used on a rolling 12-month period.
1st Occurrence	\$25.00	
2nd-4th Occurrence	\$33.00	
5th or Greater Occurrence	\$37.00	
<b>Returned Item Handling</b>		Per item.
Returned Item	\$13.00	
Returned Item Re-presented	\$7.00	
Return Item Fax Notification	\$6.00	
Returned Item Additional Advice	\$5.00	

### Overdraft Protection Services Fees

Business Overdraft Service	N/A	Our business checking accounts allow for the approval of transactions when sufficient funds are not available. Paid overdrafts may be assessed overdraft fees based on Comerica's fee schedule. <i>We pay overdrafts at our discretion, which means we <u>do not</u> guarantee that we will always authorize and pay any type of transaction.</i>
Overdraft Transfer Fee (if enrolled)	\$13.00	Per Transfer. Automatic Overdraft Protection allows us to link your Comerica Savings account, Money Market Account or Comerica credit card issued by Elan Financial Services, Inc. to pay items that may overdraft your account.

### Other Common Fees

Stop payment	\$34.00	Per item. Valid for 6 months.
ACH International Transactions Received fee	\$1.25	Per item.
<b>Incoming Wire Transfers</b>		
Domestic	\$14.00	Per wire.
International	\$17.00	Per wire.
Book Transfer	\$6.50	Per wire (internally processed transfer between two Comerica accounts).
Mail Advice	\$8.00	Per advice.
<b>Outgoing Wire Transfers</b>		
Domestic — non-repetitive	\$29.00	Per wire (wire transfers for which you key in all of the beneficiary information each time you initiate a transfer).
Domestic — repetitive	\$24.00	Per wire (wire transfers for which you sign a repetitive wire transfer form in order to get a unique code that you'll provide when calling our wire room).
Book Transfer	\$6.50	Per wire (internally processed transfer between two Comerica accounts).
International	\$50.00	Per wire.
Mail Advice	\$8.00	Per advice.

## Comerica Online and Credit Card Services

### Comerica Web Banking®

Comerica Web Banking is designed for convenience and the nonstop demands of the business world. Whether you need to access accounts during a business trip or are looking to schedule recurring transfers, keeping up with your company's finances has never been easier.

#### Features include:

- Easy scheduling of recurring and future-dated fund transfers between your Comerica accounts
- View account history and print images of canceled checks
- Export your banking transactions into Excel® or Quicken® Online Banking
- Transfer funds between your Comerica Small Business Accounts and Small Business like-entity accounts at other U.S. financial institutions

### Comerica Web Bill Pay®

Comerica Web Bill Pay allows businesses of all sizes to manage bills and payments through a safe and secure online platform. It allows you to pay bills at your convenience, avoid late fees with our on-time payment guarantee and simplify your organization's bills.

#### Features include:

- **Fast payment processing:** Many bills can be paid the next day
- **Payment Center:** View and manage all your payment activity on one page
- **Automatic bill reminders:** Set up email notifications for important due dates
- **Confirmation numbers:** Get confirmation numbers for each payment made
- **e-Bills:** Receive your bills online with the convenience of e-bills
- **Comerica Web Bill Pay Overnight Check:** If a biller cannot accept overnight electronic payments, we will send a check for next-day arrival for a fee of \$15.95 per payment

### Comerica Web Pay Express

Fast. Easy. Secure. With Comerica Web Pay Express, sending payments to your suppliers, employees or individuals is as easy as sending them a mobile text message or email. No checks, stamps or envelopes needed, reducing the risk for fraud.

#### Features include:

- **Flexible payment terms:** Make one-time, recurring and future-dated payments.
- **Payables dashboard:** Forecast and track the status of your payments with a dashboard view.
- **Simple payment options:** Send payments to vendors or employees by just sending an email or text message. You can also make payments directly to someone's bank account.
- **Money-back offer:** Try Comerica Web Pay Express. If you're not completely satisfied using Comerica Web Pay Express within your first three months of use, Comerica will refund your subscription fees. Restrictions apply.

### Comerica Web Invoicing

Streamline and expedite. With Comerica Web Invoicing, you can streamline your invoicing processes and enable your customers to pay you electronically. As a result, you can expedite your receivables and get paid in as few as three to five business days.

#### Features include:

- **Flexible invoice options:** Create and send professional, electronic invoices through email, or easily print and mail them to those customers who prefer a hard copy.
- **Expedite receivables:** Streamline your invoicing process and enable others to make electronic payments that you can deposit directly to your business account.
- **Manage payment terms and penalties:** Choose from multiple payment terms; apply discounts for early payments or assess penalties for late payments. Send electronic payment reminders.
- **Money-back offer:** Try Comerica Web Invoicing. If you're not completely satisfied using Comerica Web Invoicing within your first three months of use, Comerica will refund your subscription fees. Restrictions apply.

### Comerica Business Credit Cards

Comerica partners with Elan Financial Services to offer a wide variety of credit cards to fit your specific business needs. Ask your banker today about which credit card option is right for you.

#### Features include:

- Online account access
- Flexible billing options
- Unlimited employee cards
- Extended warranty insurance, car rental discounts and collision damage insurance

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## How Deposits and Withdrawals Are Processed

**Posting Order** — the order in which your deposits and withdrawals are processed

Our usual posting order each business day is:

**First:** Add all the credits to your account, such as deposits, incoming wire transfer deposits, ACH direct deposits, ATM deposits and cash deposits, from highest to lowest dollar amount.

**Second:** Subtract all error resolution withdrawal entries, then any fees owed and then wire transfer withdrawals, from highest to lowest dollar amount.

**Third:** Subtract all ATM, Debit Card and customer electronic and interactive voice response (IVR) telephone transfers between your eligible Comerica deposit accounts in chronological order; however, if we cannot tell when the transactions occurred, for example, there is no date and/or time stamp, then they are posted from lowest to highest dollar amount.

**Fourth:** Subtract all other withdrawal items, such as checks, online bill payments, teller withdrawals and in-person (non-IVR) transfers, in order from highest to lowest dollar amounts.

### Deposit Availability

#### Deposits made with a Comerica Bank teller

Generally:

- if you deposit cash, your funds are immediately available.
- if you deposit checks drawn on Comerica Bank, then your funds are available on the same business day.<sup>1</sup>
- for personal checking Accounts, the Basic Business Checking Account and the Small Business Checking Account, if you deposit checks not drawn on Comerica Bank, the initial \$100 will be available on the same business day<sup>1</sup> with the remainder made available on the first business day<sup>1</sup> after we receive your deposit.

#### Direct deposits

Generally:

- if you receive an electronic direct deposit, then your funds are available on the same business day<sup>1</sup> we receive your deposit.

#### Deposits made at an ATM

Generally:

- if the deposit is under \$200, the entire deposit amount would be available immediately.
- if the deposit is over \$200, the first \$200 of the deposit is available immediately, and the remainder is then available on the second business day<sup>1</sup> after the business day<sup>1</sup> of deposit, *regardless of item deposited*.

#### Longer delays may apply

- In some cases, funds from your deposited checks may be delayed up to seven business days.<sup>1</sup>
- In cases where your account has been opened less than 30 days, funds from your deposits may be delayed as set forth in the Funds Availability Policy.

<sup>1</sup>A "business day" is every day except Saturdays, Sundays and federal holidays.

## Dispute Resolution

The Comerica Business and Personal Deposit Account Contract (Deposit Contract) governs your Account and by opening your Account you and we agree that if a dispute arises regarding your Account that cannot be amicably settled either of us may require dispute resolution by Arbitration on an individual basis, waiving class action lawsuits, and waiving our respective rights to a jury trial. If neither party requests Arbitration, we both agree the dispute will be resolved by court action **without a jury**, and further, if the Account was opened in California, the dispute shall be resolved through a judicial reference proceeding. **We encourage you to read the Deposit Contract carefully, including Sections 3.09 and 3.10, which are the sections that specifically control in the event that there are disputes between us and you that cannot be settled without litigation.**

## Open an Account or Ask Questions

### Online

Visit [comerica.com/businesschecking](http://comerica.com/businesschecking)

### In-Person

Visit us at any Comerica banking center. To find the location nearest you, please visit [comerica.com/local](http://comerica.com/local)

### By Phone

800.266.3742 Eastern  
800.925.2160 Central

800.522.2265 Mountain/Pacific  
TDD 800.822.6546 Hearing Impaired

\*Please be aware that this information should be considered a summary and supplemental to other documents and disclosures you will receive in the course of opening and maintaining your account relationship. Also, this information is accurate as of the date of publication. For more information on the Small Business Checking Account terms and conditions, please refer to the Business Account Service Charges and Interest Information Brochure ("Brochure") and the Comerica Business and Personal Deposit Account Contract ("Contract"). Comerica reserves the right to modify or change the information in this document, the Brochure and the Contract at any time.

