

Green.Money

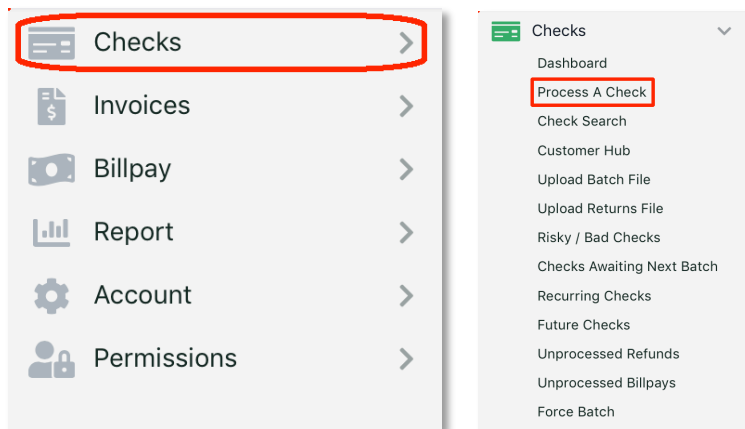
Instruction Manual – How to Process a Combination Check

System: Alfriston 2.0

A combination check is a Single Check followed by a Recurring Check. We created this feature for those of you that take a deposit followed by recurring payments. This way, you don't have to enter the customer's information on two separate forms. This works well for property rentals and any other business that requires a deposit plus monthly/other recurring payments.

The first payment will only process one time. The recurring payment will process as programmed.

1. To process a combination payment click on **CHECKS** on the menu bar. Then, click on **PROCESS A CHECK**.



2. Under **BASIC INFORMATION**, change the Type of Check from Single Check to **COMBINATION CHECK**.

 The image shows a 'Basic Information' form with a dropdown menu for 'Type of Check' set to 'Combination Check'. Below the dropdown is a yellow informational box with the following text: 'To process a new Combination Check fill out the following information and click on Submit when finished. Please note you can not process payments from a savings account. ** NOTE ** This process creates 2 (TWO) distinct checks: The initial check, and the first of the recurring checks If you decide to cancel this payment series, you must cancel **BOTH** checks!'.

3. Enter the date and amount of the initial check you wish to process. This check will only process once.

4. Enter the date of the first recurring payment and the amount. In the "Process Payments Every" field, set to **Daily, Weekly, Monthly, Monday through Friday, or Monday through Friday Bank-Days-Only**. The bank-days-only choice will not process a check on a federal bank holiday.

 The image displays five different 'Process Payments Every' dropdown menu options. Each option includes a numeric input field set to '1' and a dropdown menu for the frequency. The options are: 'Daily' (Day(s)), 'Weekly' (Week(s)), 'Monthly' (Month(s)), 'Mon-Fri' (Day(s)[M-F onl v1]), and 'Mon-Fri except bank Holidays' (Day(s)[M-F ba nk]).

5. Choose the total number of payments. You may choose from two (2) to nine hundred ninety-nine (999) payments. If you wish for the payments to continue indefinitely, choose **Until Stopped**.

6. Enter your customer's information in the fields. If you are accepting a Company Check enter the name as follows:

*****This is an Example Only – DO NOT USE THIS INFORMATION ON YOUR CHECK*****

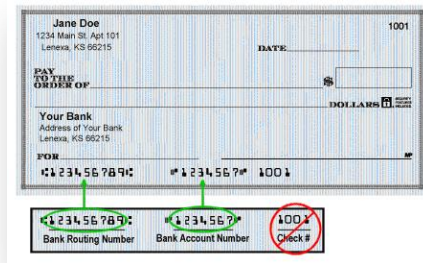
For: "ABC Company, Inc." use:

First Name: ABC

Last Name: Company, Inc.

The Routing Number ALWAYS starts with 0, 1, 2, or 3. The Routing Number is ALWAYS 9-digits. If you accept Canadian Checks the routing number will have 8 digits with a DASH (-) in the middle. An example is XXXXX-001. Your account must be approved and set up to accept Canadian Checks prior to accepting your first one. If you are not approved for Canadian Checks, email support at SUPPORT@GREEN.MONEY for assistance.

See the check example below for where to find the 9-Digit Routing Number and Account Number on a standard check. The account number should not exceed 14-digits.



7. If you have your customer's email address enter it in the **NOTIFY BY EMAIL** field. We can do this by email for FREE or by mail for an additional fee. We suggest getting an email address for all of your customers.

Customer Notification

Notify by Email

Email Address

FREE!

I agree with the [Terms of Service / Agreement](#)

Submit

Notification to your customer of this check withdrawal is required by Federal Law.

You may provide an email address for your customer, or leave the email field blank and we will mail a notice by regular mail. **DO NOT USE YOUR OWN EMAIL ADDRESS HERE.** If you do so, you will be in violation of Federal Law and we will be forced to close your account.

8. When you finish the form, make sure to click on the checkbox and agree with the **TERMS OF SERVICE**, then click the **SUBMIT** button. We will ask you to verify all of the information. Then, our system will let you know whether the check was Accepted or Rejected. As long as the check is Accepted, there is nothing else to do. We will handle the check from here. You will NOT receive notice when it is processed. However, once it is processed, you will be able to locate the recurring check under CHECKS on the menu bar.

Want SAME DAY Deposit?

Ask your Green rep about **RDC** today or visit our website at Green.Money/RDC for more information.