

TRITECH SERVICES Payment Option



TriTech Services offers complete payment services for all premium tax annual and estimated returns, as well municipal tax returns. We can make sure every state and every municipality is paid accurately and on time. We take care of signing, collating checks with returns, and mailing each check to the proper address. *Our payment service is secure and all-inclusive.*

How does TriTech process tax payments on behalf of my company?

Although we will work with you and your bank to use a system that works best for you, we recommend that you contact your bank to set up a Positive Pay bank account. Positive Pay is a generic term that describes a bank service that is one of the most effective anti-fraud tools available today for check disbursements. Using check issuance data provided by TriTech Services, the bank matches all checks being presented for payment against our issuance information. Issuance information is

updated as we issue new checks and as checks are paid. If an account number, check number, payee, and dollar amount match with an issuance record, the check is paid automatically. If there is a discrepancy the bank reports the check as an exception and will not pay without further authorization from you. TriTech can also handle electronic funds transfer (EFTs) and generate an ACH NACHA file to give to your bank to initiate ACH Credit transactions.

How do I stay informed about all payments made on our behalf?

TriTech will provide all the files relating to any payments we make on your behalf. You always know what's being paid, when, and how much. The files TriTech provides can include AP/GL upload files for your system so you avoid keying in the information, as well as report files for review and/or approval purposes.

How do I send the payment information?

By working with your IT department, you transfer the positive pay upload files we provide to your bank. Your IT department will also provide TriTech with any other upload files for your own in-house systems. Your IT department will generate the

encryption (PGP) key developed for the upload files and setup a secure file transfer method for the transfer of the files. You tell TriTech which reporting files you need, how they are formatted, and where to put them and we deliver.

How safe is Pretty Good Privacy (PGP) encryption?

PGP is a powerful means of encryption that utilizes a pair of keys to establish confidentiality of communication with TriTech by preventing unwanted interceptors from reading the data. Your IT department will provide TriTech with the key so we can generate files that only you, the intended recipient, will be able to decipher.

TriTech Services Payment Process

• What You Need to Do:

- Contact your bank and provide us with any specific file requirements for a Positive Pay (checks) and NACHA (EFT) or other files needed
- Work with your IT department to create and transfer upload files directly to your in house systems
- Provide TriTech with a list of states you prefer handled by EFT (ACH)
- Digitized copies of the authorized check signers' names

• What We Need from Your Bank:

- Account and Routing number for the bank account
- Sample check layout
- Starting check number
- Does your bank require two signatures for checks written over a certain amount? If so, what amount?
- Bank upload file specifications (Positive Pay) (NACHA)

• What Your IT Department Needs to Do:

- Provide TriTech with your AP system file specifications for the upload file(s)
- Specify how EFT (ACH) and check payments are handled in the upload file. Will there be a single upload file or a separate file for EFTs? Multiple detail records or single for each transaction, etc...
- Provide TriTech with details for any other reporting files needed
- Setup and provide TriTech with the encryption (PGP) key and credentials developed for the upload files and/or secure file transfer method (FTP/SFTP)



More Information:

If you would like to learn more about our products or services, please contact us at 800-380-6407 or visit www.tritechsoft.com. We will be happy to discuss your company's unique needs and create a customized solution just for you.

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