

FIRST CENTRAL SAVINGS BANK

LOCK BOX SERVICES
APPLICATION

Customer Information

Name: _____ Tax ID#: ____ - _____ SS#: ____ - ____ - _____

Street Address: _____ City: _____ State: ____ Zip: _____

Home Telephone Number: (____) ____ - _____ Business Telephone Number: (____) ____ - _____

FCSB Account Number(s): _____

Please select the requested services. See page 2 for pricing chart.

Service

New Account Setup

Daily Notification (specify)

Contact Name: _____

Fax: (____) ____ - _____

Phone: (____) ____ - _____

E-Mail (PDF Attachment): _____

Postal Mail: Street Address: _____ City: _____ State: ____ Zip: _____

Second Location

Payment Processing

Courier Delivery

Mail Envelopes

Copies of Items

Forward Unprocessed Items

Weekly Mailing of Invoices

CD-Rom Creation

Service Request

Applicant's Signature

Date



Lock Box Qualifications

In order to open a Lock Box account you have to have a prior business relationship with First Central Savings Bank.
(I.E. have an existing checkings or loan account with First Central Savings Bank)

First Central's Lock Box Process

1. Receive / open / log envelopes
2. Verify that the check and bill / invoice amounts match
3. Verify that the check is payable to that lockbox customer
4. List the checks on the deposit ticket and endorse the check(s)
5. Add the checks and place total on the deposit ticket
6. Scan checks and invoices in to the secure network
8. Label the file with date and name of customer
7. Transmit the file information to the customer

Lock Box Pricing Chart

SERVICE	PRICE	UNIT
New Account Setup	\$75.00	per account
Daily notification: fax, phone, or PDF e-mail attachment	\$100.00	per month
Second Location	\$50.00	per month
Process Payment	\$0.45	per item
Courier Delivery	Custom	per delivery
Mail Envelopes	\$0.10	per item
Copies of Items	\$0.25	per item
Forward Unprocessed Items	\$3.00	per item
Weekly Mailing of Invoices	\$10.00	per week
CD-ROM Creation	\$25.00	per CD-ROM