Business BillPay Conversion Checklist

New Business BillPay from The Bank of Holland will be available December 13, 2011. This checklist is to help you smoothly transition your business to the new system. Following the steps below will ensure that you are up and running on the new system as soon as possible!

Important Notes

- Information on the new BillPay system can be found at www.tboh.com/Business-Billpay.aspx.
- Clients will need to re-enroll in our new BillPay system and payee data and history will not automatically transfer to the new system. All of the tools referenced below are available at www.tboh.com/Business-BillPay/Conversion-Guide.aspx.
- Once the upgrade has taken place, bills will not be able to be paid out of the old system. As a result, any bill scheduled to pay after December 12, 2011 will not be paid until it is entered into the new BillPay system. Please be prepared to pay bills using other methods if necessary.

On or Before December 12, 2011

☐ Download the following tools from www.tboh.com/Business-BillPay/Conversion-Guide.aspx:
- ☐ Business BillPay FAQ (optional)
- ☐ Payee Info Collection Excel Sheet
- ☐ How to Access Payee Data directions

☐ Collect payee information in the Biller Info Excel Sheet or keep track of bills received so the information can be added to the new BillPay System.

☐ Follow the "How to Access Payee Data" directions to:
- ☐ Pull a payee list out of the current system
- ☐ Collect Payee Account numbers for entering into the new system
- ☐ Pull an Outstanding Check Report

On December 13, 2011

☐ Re-enroll in Business BillPay

☐ Enter in your payee data and schedule your bills for payment

For telephone assistance to help you with BillPay, contact a member of our Cash Management team at 616.393.0100 (Holland) or 616.454.0156 (Grand Rapids).

FDIC
150 Central Avenue, Holland MI 49423
877.393.2265 www.tboh.com

51 Ionia Avenue SW, Grand Rapids MI 49503
866.854.0156 www.tboh.com

16930 Robbins Road Suite 120, Grand Haven MI 49503
616.935.1020 www.tboh.com

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