



## TITLETOWN OIL CORP. ELECTRONIC FUNDS TRANSFER PROGRAM

TITLETOWN OIL is pleased to provide Electronic Funds Transfer (EFT) service to qualified customers. The service provides for payments by you from your business or commercial bank account to TITLETOWN OIL's bank account electronically.

### BENEFITS TO YOUR COMPANY

- EFT service is provided free of charge from TITLETOWN OIL, eliminating check-processing costs you might otherwise incur.
- EFT will save time preparing and mailing payments.
- EFT provides a preliminary Draft Notice, which documents invoices scheduled to be drafted.
- EFT payments are made automatically, providing an effective cash management tool.

### HOW DOES EFT WORK?

Step 1: TITLETOWN OIL sends invoice(s) to you.

Step 2: TITLETOWN OIL sends EFT Draft Notice via fax prior to drafting.

Step 3: Your designated bank account is drafted.

### FREQUENTLY ASKED QUESTIONS

**What is the difference between the Invoice and the EFT Draft Notice?** The invoice will include specific details of the transaction such as product, price, volume, location, amount due, etc. The EFT Draft Notice will contain only the total amount to be drafted and the date of the draft, but will include a reference to applicable invoice number(s).

**How will disputed invoice(s) or EFT Draft Notice(s) be handled?** Invoice(s) and the EFT Draft Notice(s) will be sent to you prior to the actual debit to your bank account. It is your responsibility to carefully examine these documents for accuracy. If you notify TITLETOWN OIL of an erroneous invoice or EFT Draft Notice, TITLETOWN OIL will adjust draft amounts to avoid a debit of reasonably disputed amounts. TITLETOWN OIL will debit your account for the undisputed amount and any difference will be adjusted or reconciled with you in a timely manner. You must contact a TITLETOWN OIL Account Representative (listed below) at least THREE (3) business days prior to the EFT date if changes are to be made to the amount drafted. TITLETOWN OIL will take immediate action to correct any billing problems.

**What happens if there is not enough money in the account to cover the EFT draft?** The bank will attempt to draft the same amount two days after TITLETOWN OIL receives the insufficient funds notice. If the funds are still insufficient, the EFT draft will be handled in the same manner as an insufficient funds check and will be returned to TITLETOWN OIL for credit review.

**How can an EFT agreement be canceled?** EFT can be terminated by notifying your TITLETOWN OIL EFT Account Representative by certified mail THIRTY (30) days prior to the effective date of cancellation.

**How do I start the EFT process?** Complete the attached Authorization Agreement and mail the original to the address listed in the bottom left-hand corner of the form. Be sure to attach a **voided check** for the bank account that you want TITLETOWN OIL to use for EFT (Please do not send deposit slips). Your EFT Representative will notify you when TITLETOWN OIL is ready to begin drafting your account as well as answer any other questions you might have.

### Whom do I contact with questions about EFT or invoices?

TITLETOWN OIL representatives are:

Billing  
Sales

Bridget Vogel  
Curt Evans

920-336-8983  
920- 621-8139

**TITLETOWN OIL  
ELECTRONIC FUNDS TRANSFER AUTHORIZATION AGREEMENT**

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Customer Name \_\_\_\_\_

Customer Address \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Customer Payables Contact \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_

\_\_\_\_\_ (“Customer”) hereby authorizes TITLETOWN OIL for its own account to initiate electronic funds transfer debit and credit entries to Customer’s deposit account indicated below, and does further authorize the financial institution named below to debit or credit such entries to the Customer’s account.

Bank Name \_\_\_\_\_ Bank Transit & Routing Number \_\_\_\_\_

Bank Address \_\_\_\_\_ Bank Account Number \_\_\_\_\_

City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_ Bank Contact/Telephone Number \_\_\_\_\_

This authority shall remain in effect until terminated upon thirty (30) days written notice by either Customer or TITLETOWN OIL to the other. Notice of termination shall in no way affect drafts for the payment for product delivered to Customer prior to actual receipt of notice. Customer shall receive advance notice of invoices and/or debits in such form and at such time as may be established by TITLETOWN OIL. To the extent that the above bank has the capacity to receive accounting data relating to the debits or credits being transmitted and to the extent TITLETOWN OIL shall elect such form of transmitting information, Customer authorizes TITLETOWN OIL to make transmissions of such information to the above bank.

All credit terms and other terms and conditions of trade credit otherwise established between Customer and TITLETOWN OIL shall remain in effect. TITLETOWN OIL may change the applicable trade terms without notice to the above bank.

AUTHORIZED this \_\_\_\_\_ day of \_\_\_\_\_, 2008.

Customer \_\_\_\_\_

\_\_\_\_\_  
Name of Authorized Signature

\_\_\_\_\_  
Authorized Signature

**ATTACH A VOIDED CHECK FROM THE ABOVE BANK ACCOUNT**

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Fax this completed form to 920 336-8860 or EMAIL: [bvogel@titletownoil.com](mailto:bvogel@titletownoil.com) or mail to:

TITLETOWN OIL 1275 Glory Road Green Bay 54304