



## Sweep Services

### User Guide

## ABOUT SWEEP SERVICES

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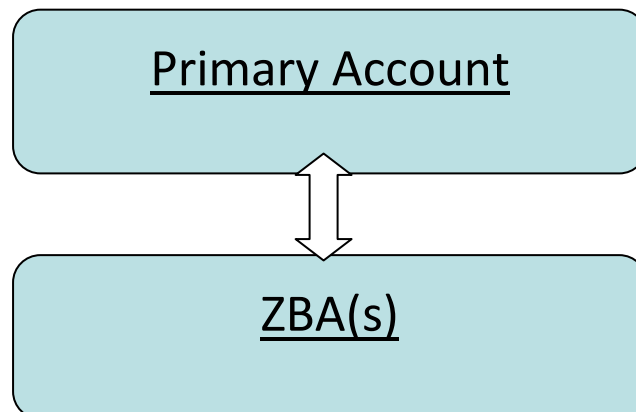
Sweep services include Zero Balance Accounts (ZBA), Line of Credit Sweep and Maximum Investment Sweep Accounts, which are subject to specific implementation requirements. Establishing a sweep arrangement allows for efficient management of cash.

### Zero Balance Account (ZBA)

The Zero Balance Account (ZBA) is a commercial checking account maintained at a predetermined target balance amount, typically zero. ZBAs allow for a concentration of funds to one primary concentration account from any number of related ZBA Accounts.

Items presented against the ZBAs follow normal clearing systems.

Linked account activity flow: Funds are automatically transferred to the designated ZBA when needed to cover presented items. When the ZBA has excess funds, the excess funds are transferred automatically to the primary concentration account.



## Line of Credit Sweep (LOC)

Sweep Line of Credit (LOC) allows customers to link their business Demand Deposit Account (DDA) to their LOC, advancing funds as needed to cover items presented and sweeping funds from the DDA to pay down the LOC.

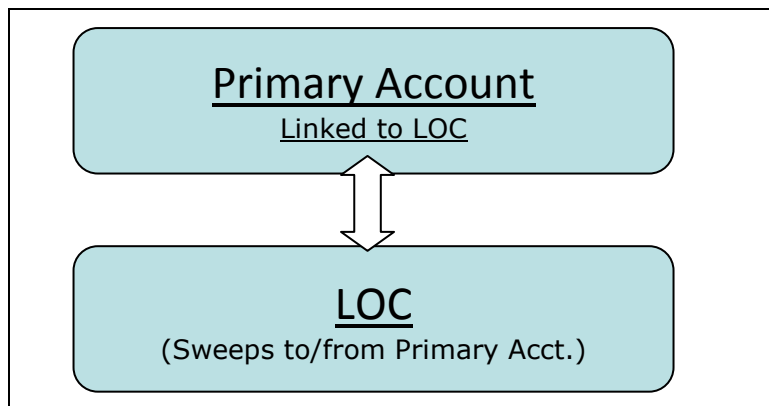
- Sweep Lines of Credit require credit approval.
- A target amount is established to remain in the DDA account and can be zero.

Basis is Collected Balance – the amount in the DDA which is available for all uses generally permitted to a demand deposit customer under the Bank's account agreement or policies. These may include: payment of checks drawn on the account, certification of checks drawn on the account, electronic payments, withdrawals by cash, and transfers between accounts.

After the close of each business day:

1) if the Collected Balance is in EXCESS of the target amount, the bank shall use reasonable efforts to transfer an amount to the Line of Credit, which shall constitute a payment on the Line of Credit, equal to the lesser of (a) that amount required to bring the outstanding balance of the Line of Credit Account to zero dollars (\$0.00) and (b) the amount of such excess, in whole dollars.

2) if the Collected Balance is LESS than the target amount, the bank shall use reasonable efforts to promptly advance funds under the Line of Credit in an amount, in whole dollars, equal to the lesser of (a) the availability under the Line of Credit and (b) that amount necessary to restore the balance in the DDA to the target amount. A transfer shall constitute a loan from the bank to the customer under the Line of Credit.



## Maximum Sweep Investment Account

The Maximum Sweep Investment Account combines a business checking account with the ease of automatically investing excess cash balances into an interest-bearing account.

With the Maximum Sweep Investment Account, which is often called “investment sweep”, cash in excess of your target sweep balance, which is established by customer and bank, is automatically invested in an FDIC-insured money market account, ensuring competitive rates on all of your excess cash balances. If your end-of-day checking account balance falls below your target balance, funds will be automatically swept back to your checking account.

An operating analyzed business account (DDA) is required for Maximum Sweep Investment. All Customer deposits are to be made to the DDA Account. Deposits may not be made directly into, and withdrawals may not be made directly out of, the Maximum Sweep Investment Account other than by the automated sweep function.

Funds in the Investment account earn interest on a daily basis in a tiered rate environment that is based on the daily balance. If the operating account needs funding to cover items presented for payment, funds are transferred automatically (swept) from the Maximum Sweep Investment Account to the DDA to bring it to the target balance.

Maximum Investment Sweep Accounts are FDIC Insured per the current FDIC requirements and guidelines.

Customer may elect to maintain and link to the DDA Account as many checking accounts as are deemed necessary for operating purposes. Each additional account may be designated as a Zero Balance Account (ZBA) and/or an analyzed DDA with a set target balance.

### Diagram of Maximum Sweep Investment

