



## BILL PAYMENT (BILL PAY) TRANSFERS

This document discusses what a Bill Payment (Bill Pay) transfer is, how it works and what information you need to provide to successfully transfer funds into or out of the KTFCU.

### What is Bill Payment?

Bill Payment is an application whereby an organization (financial institution, business or other transactional entity in the USA) facilitates bank to bank (or credit union) transfers. These transfers can be delivered electronically or by paper check.

This method is usually used to pay for goods or services, often utilities or subscription services, to a company or individual. This service allows for scheduling one-time or recurring payments, manage bills from one source and avoiding late fees by sending funds on time.

### How Bill Payment Works

Financial institutions and other business entities utilize a Bill Payment Service to securely transfer customers, clients and member funds. These institutions allow you to execute a transfer electronically or via paper check.

The Kenmore Teachers Federal Credit Union can accept deposits and payments for members initiated through another financial institution's Bill Payment Service. **IF** that Financial Institution's bill payment service **IS THE SAME** as the CU's service provider, the deposit or payment will be delivered to us electronically and will travel through the ACH system. **IF** the Bill Payment service providers **ARE NOT THE SAME**, the deposit or payment will come to us in the form of a paper check.

When a member sets up a deposit or payment inside their Financial Institution's Bill Payment Service, they will be alerted during the setup which method their transaction will use – either electronically or by check. Regardless of the delivery method, the rules for Account Number configuration are the same as ACH transfers.

In general, we highly recommend you not use the Bill Payment Service to send funds to a Loan Account. If members do send a payment for their loan to their Loan Account, we strongly recommend you also include the Loan Account number, if space is provided for this information.

Be sure to understand the terms and conditions of the financial institutions Bill Payment Service. Transferring funds via a paper check delays the time your funds are available to you.

### DEPOSITS & PAYMENTS TO YOUR KTFCU ACCOUNT

Bill Payment deposits and payments are set up through the institution you intend to transfer funds from to your KTFCU account. Follow the procedure called for by the specific institution.

The three most important items when making a transfer into your KTFCU account are,

- The institution (Kenmore Teachers Federal Credit Union, in this case),
- The dollar amount to be transferred, and
- The correct account in exactly the way the ACH transfer system requires.

Providing the correct account number is vital for a successful transfer.

In general, the number sequence for a successful transfer includes the Credit Union Routing Transit Number and your Account Number. Below we provide the number sequence you need based on the type of account you have in order to make a successful Bill Payment transfer.

#### **TRANSFER OF FUNDS INTO YOUR SHARE ACCOUNT**

The correct sequence involves two numbers,

- The Credit Union Routing Transit Number (222 381 112) &
- Your Share Account Number, which is either a five (5) digit or six (6) digit number (depending on when you opened your account).

The correct number sequence for transferring into your Share Account (and using the letter A to signify a digit of your Share Account number) will be the following.

- KTFCU Routing Transit Number = 222381112
- Share Account Number =
  - AAAAA, if your Share Account number is five (5) digits, or
  - AAAAAA, if your Share Account number is six (6) digits.

#### **TRANSFER OF FUNDS INTO YOUR SHARE DRAFT ACCOUNT**

The correct sequence to transfer funds into your Share Draft Account is different. It involves two (2) numbers, but the second number varies.

- The Credit Union Routing Transit Number (222 381 112)
- A thirteen (13) digit number consisting of,
  - a KTFCU Number,
  - your Share Draft Account Number, which is either a five (5) digit or six (6) digit number (depending on when you opened your account), and
  - the Check Number associated with your Share Draft Account. Note, the Check Number is not the number of your individual check. It is a Credit Union determined number tied to your Share Draft (Checking) Account.

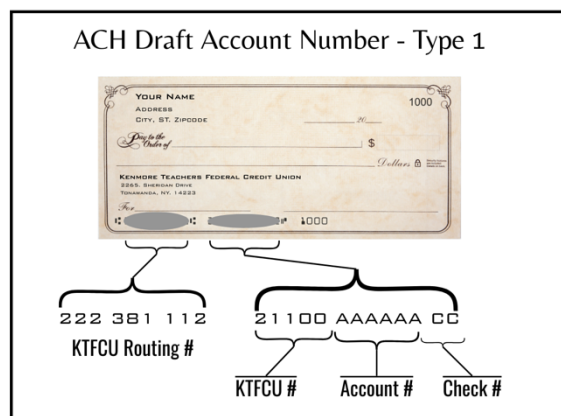
There are three types of Share Draft Account Numbers depending on when you opened your Share Draft Account. Follow the correct type (below) that fits your Share Draft Account Number.

### Type 1 Share Draft Account Number

This type has a KTFCU number, a six (6) digit account number (depicted by an A per digit) and a two (2) digit check number (depicted by a C per digit). Note, the check number is different and not to be confused with the individual check number (in this example, the number 1000 found at the bottom and in the upper right-hand corner of the check).

The correct Routing and Account Transfer number are as follows:

- Routing Transit Number = 222381112
- Thirteen (13) digits Share Draft Account Number = 21100AAAAACC

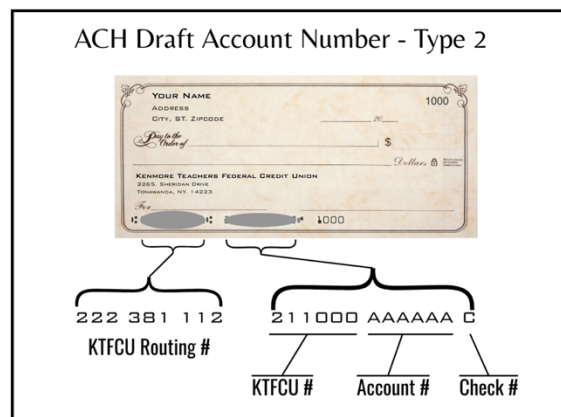


### TYPE 2 SHARE DRAFT ACCOUNT NUMBER

This type has a KTFCU number, a six (6) digit account number (depicted by an A per digit) and a one (1) digit check number (depicted by a C per digit). Note, the check number is different than and not to be confused with the individual check number (in this example, the number 1000 found at the bottom and in the upper right-hand corner of the check).

The correct Routing and Account Transfer number are as follows:

- Routing Transit Number = 222381112
- Thirteen (13) digits Share Draft Account Number = 211000AAAAAC

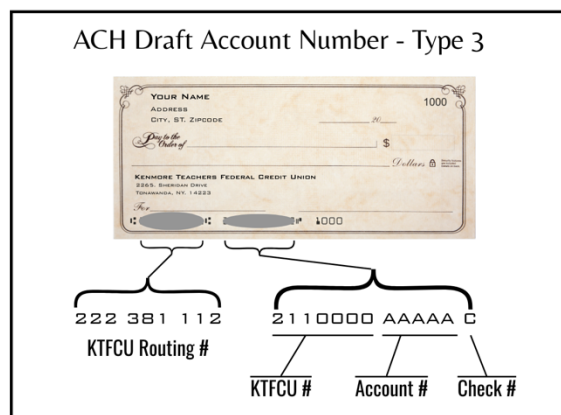


### TYPE 3 SHARE DRAFT ACCOUNT NUMBER

This type has a KTFCU number, a five (5) digit account number (depicted by an A per digit) and a one (1) digit check number (depicted by a C per digit). Note, the check number is different than and not to be confused with the individual check number (in this example, the number 1000 found at the bottom and in the upper right-hand corner of the check).

The correct Routing and Account Transfer number are as follows:

- Routing Transit Number = 222381112
- Thirteen (13) digits Share Draft Account Number = 2110000AAAAAC



## TRANSFER OF FUNDS INTO YOUR LOAN ACCOUNT

This transfer method can sometimes prove to be difficult. We encourage you to first transfer funds into either your Share or Share Draft Account, then transfer funds via the KTFCU Online Banking portal. It is a safe and immediate method to manage transfers into your Loan Account.

However, should you choose to apply a payment directly to your loan balance, these instructions apply. The correct sequence involves two numbers.

- The Credit Union Routing Transit Number (222 381 112) &
- Your Loan Account Number, which is either a six (6) digit account number and may include a two (2) letter designation at the end of the Account Number (depending on type of loan). Refer to your original loan documents to locate this loan number. If your financial institution will not allow letters, use only the six (6) digits previously discussed.

The correct number sequence for transferring into your Loan Account (and using the letter A to signify a digit of your Loan Account number)) will be the following.

- KTFCU Routing Transit Number = 222381112
- Loan Account Number =
  - AAAAAA, if your Loan Account number is six (6) digits, only.
  - AAAAAAHE, if your Loan is a Home Equity loan where HE stands for Home Equity, or
  - AAAAAAME, if your Loan is a Mini-home Equity loan where ME stands for Mini-home Equity.

## Bill Payments FROM Your KTFCU Account

Besides writing manual checks from your checkbook, the Kenmore Teachers Federal Credit Union offer Bill Pay.

Bill Pay is a service that allows you to transfer money to other entities to pay for goods or services, often utilities or subscription services, to a company or individual. This service allows for scheduling one-time or recurring payments, manage bills from one source and avoiding late fees by sending funds on time.

### Access Bill Pay form Online Banking

You access Bill Pay from Online Banking.

When you log into Online Banking, you land on the Account Summary page.

Click on the Bill Pay link on the header of Online Banking. It will take you to the Bill Pay service. Note, a new tab opens in your browser.

