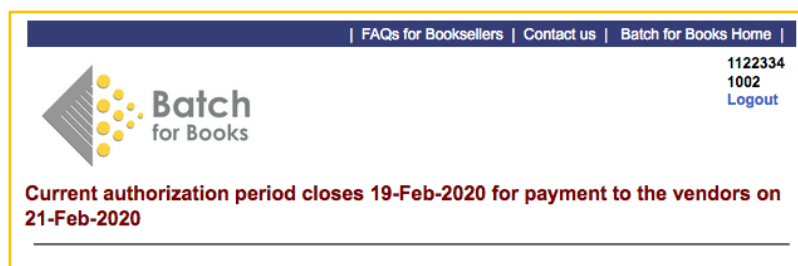




# Batch for Books

## How to make a payment

The authorization date for the next (Current) payment period is shown at the top of every page on the Batch for Books payment website. In this example, the closing date for receipt of funds is the end of the bank's working day (ie. 5pm EST) on February 19 2020.



When you have completed your authorizations, a single bank wire transfer must be sent to the Batch for Books US bank account. This will cover ALL the payments for all your vendors and is made to a US bank.

– In the example below, the total amount of money to transfer to Batch for Books via wire transfer is \$1,185.87. This is the total of all the vendors' invoices, credits and claims that have been authorized for that period.

Company Name	Open Transactions	Outstanding	Authorize All	Verified Transactions	Authorized Transactions	Amount to be paid to Batch
Aries Distribution - Demo account	162	37,420.86		0	2 200.80	200.80
Chieftan Distributors - Demo Account	181	38,982.41		0	5 689.96	689.96
Cosmos Distributors - Demo Account	970	420,841.64		0	7 295.11	295.11
<b>Totals</b>	<b>1,313</b>	<b>497,244.91</b>		<b>0</b>	<b>14</b>	<b>1,185.87</b>

### Wiring funds to Batch for Books

To send money electronically by wire transfer, you will need to provide Batch for Book's account details to your bank. You can find these on page 2 of this document.

- To make the request, you may have to use a form provided by your own bank, but some banks will let you complete the process online.
- Banks will make a charge to arrange a wire transfer, but the amount varies from bank to bank. Please note that you must bear all bank charges.
- We do not accept ACH payments.

### Important note!

Funds must arrive in the Batch for Books bank account **no later than 5pm EST** on the closing date for authorizations, as shown on the Batch for Books website.

- If your funds arrive after the closing date, they will be held until the following clearance and the transactions will have to be re-authorized.
- Please ensure that you include your SAN or BAN in the payment instructions so we can allocate the funds correctly. Without the SAN/BAN as a reference, we may not be able to allocate funds, which could result in payments not being sent to vendors in that authorization period.



## Batch for Books' bank account details

**Wells Fargo  
Commercial Banking  
90 State House Square –  
11th Floor Hartford,  
CT 06103-3708**

Account Name: Batch for Books Inc.

Account Number: 4969799527

Routing Number: 121000248

If you have any questions, please contact: [support@batchforbooks.com](mailto:support@batchforbooks.com)

[www.batchforbooks.com](http://www.batchforbooks.com)