



HUDSON VALLEY BANK, N.A.

CASH MANAGER

BUSINESS ONLINE BANKING ENROLLMENT / MODIFICATION FORM INSTRUCTIONS

Please use this form to request access to HVB Cash Manager, Hudson Valley Bank's business online banking system, or to modify an existing enrollment. Please complete all sections in their entirety that you are either enrolling for or changing. Any missing information could delay the enrollment process.

Section I. Company Information

Please print your company name and company primary tax identification number (TIN). List **both** the street address, state and zip code **and** mailing address (if different) for your organization. Please note that any alternate mailing address must be on file with your local branch office. Please list the primary company contact for this relationship that Hudson Valley Bank can contact with any questions regarding the enrollment form, their telephone number with extension, and a business cell phone number where they can be reached, as well as a required e-mail address for the primary company contact.

Section II. Authorized Company Administrator

List the person in your organization who has been designated to act as the Company Administrator. This individual will have the authority to manage your company's accounts online. It is critical that all of the information included in this section be completed in full. Please list the business telephone number with extension, and business cell phone number and e-mail address where the Company Administrator can be reached. The Company Administrator has rights to all accounts and services indicated on this enrollment form, and is responsible for creating or deleting additional users (if desired) and assigning users' rights. He/She can add or change your company's users' access to online services. It is recommended that a secondary administrator (known as a User Administrator) be set up to serve as a back-up for the Company Administrator.

Section III. Requested Services

III-A Standard HVB Cash Manager Services include all of the following: view account balances, transaction history, check image retrieval, internal transfers, and stop payment issuance.

III-B Enhanced HVB Cash Manager also includes Wires, ACH Origination, ACH Tax Payments, Positive Pay and Business Billpay. Please indicate the appropriate daily dollar limit for Wires, ACH transfers, and ACH Tax Payments. Each enhanced service requires additional and separate agreements. Business Billpay allows you to pay bills online as well as schedule payments. Business Billpay requires an online registration. The Business Billpay registration form must be printed and returned to the bank at the address noted on the form, with a voided business check for processing. Business Billpay is governed by the Terms & Conditions of the Business Billpay service. Applicable fees may apply.

Tokens provide an added protection. Hudson Valley Bank requires HVB Cash Manager users who have authority to approve wires, ACH origination and ACH tax payments to use a personal security token provided by Hudson Valley Bank. If you have multiple users with approval authority, each user will require a token. Please indicate the total number of tokens required. Please also select the option for how you wish to receive your tokens. By signing and returning the enrollment form indicating the tokens you require, you acknowledge receipt of the Token Addendum, which you received along with the enrollment form.

When Changes to existing token users are required, such as to disable, re-enable or permanently inactivate a token, the Company Administrator should notify Hudson Valley Bank through HVB Cash Manager using the Secure Email option. The email should contain the User ID, serial number and requested action for the token being changed.

Section IV. Account Access

Please provide us in Section IV a list of all your accounts at Hudson Valley Bank that you wish to view online. Upon enrollment approval, all accounts on the list will be given access to those services specified in Section III and IV. For additional accounts, please attach a separate list.

The list may include your deposit and loan accounts, including but not limited to: checking, money market, certificate of deposit, savings accounts, lines of credit and loan accounts. Savings and money market accounts are not considered to be transaction accounts, and are limited to the number of transactions that can occur in a given time period. (See *Terms*

and Conditions and disclosures for transaction limitations for these types of accounts). Please note Certificates of deposit are “view only”. Section IV is also to be used by a “parent company” to list related business “subsidiaries” that will be linked within Cash Manager. It is acceptable for a company to list multiple account relationships on one on-line banking enrollment form and agreement if the companies are related and proper supporting documents are on file.

The account list has columns for you to indicate the services you want to enroll or modify for each account: Wires, ACH Origination, Tax Payments, and Positive Pay. Hudson Valley Bank shall not be obligated to process, transmit or execute any transaction(s) that would result in your Company exceeding any limits or overdrawing your accounts. The limits can be changed at any time at Hudson Valley Bank’s discretion. All functions and limits are subject to Hudson Valley Bank approval.

In the case of modifying an existing enrollment you may indicate those accounts you wish to delete or add for Online Banking.

Section V. Authorization and Signature

This section requires an Authorized Signer for the company as indicated by current resolutions on file with Hudson Valley Bank. The Authorized Signer(s) will verify that the information provided is correct, sign and date the enrollment form. **The use of HVB CASH MANAGER shall be governed by the printed terms and conditions of the account agreement, addendums, and disclosures and such other terms and conditions or amendments thereto, as may be established by Hudson Valley Bank and communicated in writing.**

If you have any questions in completing this form, or if we can be of further assistance to you, please contact us by email at cashmanager@hvbank.com, or please call us at 914-768-6900. After completion, please sign and return the completed form either to your nearest branch or to:

**HVB Cash Manager
21 Scarsdale Rd
Yonkers, NY 10707
Attn. Electronic Banking**

Java and Cookies must be enabled.

IMPORTANT REMINDER - It is the responsibility of the company to notify Hudson Valley Bank when there are any changes to an existing online banking enrollment as originally requested. This would include written notification to Hudson Valley Bank by one of the business’ authorized signers of a change in employment status of a Cash Manager Online Banking Company Administrator.



HVB Cash Manager Enrollment / Modification Form

Please complete all fields and return to the bank

Please use the following enrollment form to request access to HVB Cash Manager, Hudson Valley Bank's business online banking system; or to modify an existing enrollment by checking all boxes that apply, completing the corresponding sections.

- New Cash Manager Enrollment**
- Modify an existing Cash Manager Enrollment**
Please indicate appropriate changes

I. Company Information – (Please print clearly)

| | |
|------------------------------------|---|
| Company Name _____ | Company Tax ID # _____ |
| Company Address _____ | Mailing Address _____ <small>(If Different than the Company Address of Record)</small> |
| City _____ | City _____ |
| State / Zip _____ | State / ZIP _____ |
| Primary Company Contact Name _____ | |
| Phone _____ Ext _____ Cell _____ | Email Address _____ |

II. Authorized Company Administrator

Please complete the following fields for the individual designated as the HVB Cash Manager Company Administrator. Please see the instruction sheet for a more detailed description of functions.

Name _____ Phone Number _____ Ext _____ Cell _____
 Title _____ Email Address _____

III. Requested Services – (Please indicate the type of service you wish to access online)

III-A **Standard HVB Cash Manager**

III-B **Enhanced HVB Cash Manager***

| | Daily Limit |
|---|-----------------------------------|
| <input type="checkbox"/> Wire Transfers** | \$ _____ |
| <input type="checkbox"/> ACH Origination** | Credit \$ _____ Debit \$ _____ |
| <input type="checkbox"/> Tax Payments** | \$ _____ |
| <input type="checkbox"/> Positive Pay** | |
| <input type="checkbox"/> Business Billpay** <small>Requires Online Registration</small> | |

Tokens** Indicate number required for Wire Transfers, ACH Origination and/or Tax Payments

Select 1 of 3 options for obtaining Security Tokens:

- I wish to pick up the requested Security Tokens at my local branch.
Branch Location: _____
- Please mail Security Tokens to the Company Address above
- Please mail Security Tokens to the Mailing Address above

* All Functions and Limits are subject to bank approval.

** Requires separate agreement/addendum

IV. Account Access Add (A) or Delete (D)

Please indicate all accounts and services you wish to **add (A)** or **delete (D)** for online banking access and mark accordingly. If you requested Enhanced HVB Cash Manager services, please specify which accounts are to have access to each service. For additional accounts please attach a separate list.

| | Account | Account Title | Wire Transfer | ACH Origination | Tax Payment | Positive Pay |
|----|--------------------------|---------------|---------------|--------------------------|--------------------------|--------------------------|
| 1 | <input type="checkbox"/> | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 | <input type="checkbox"/> | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 | <input type="checkbox"/> | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 | <input type="checkbox"/> | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5 | <input type="checkbox"/> | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6 | <input type="checkbox"/> | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7 | <input type="checkbox"/> | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8 | <input type="checkbox"/> | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9 | <input type="checkbox"/> | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10 | <input type="checkbox"/> | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

V. Authorization

By signing below, I (We) certify that the information is true and accurate. I (We) authorize the Bank to verify any information included in this application. The use of HVB Cash Manager shall be governed by the Terms and Conditions of the HVB Cash Manager Agreement. I (We) hereby agree to be bound by the Terms and Conditions therein and as amended from time to time. I (We) agree that Hudson Valley Bank is authorized to act on instructions received under my (our) password(s). Your indication of the required Number of Tokens shall be your acknowledgement of your receipt of the Token Addendum.

I (We) agree that our company or organization has a completed Resolution of Authorized Signers with Hudson Valley Bank authorizing those individuals who may conduct business on our behalf; however, I (We) understand that Hudson Valley Bank is not under any obligations to monitor transactions processed through the Cash Manager system in order to determine if they are made by an authorized agent of our company.

Signature: _____ Print Name: _____ Date: _____

Signature: _____ Print Name: _____ Date: _____