

Consolidated Billing: For Business Accounts

Please print, sign and fax or email completed document to: 813-435-2414 or business.maintenance@tcmbank.com

Thank you for your interest in setting up your Business Account with the Consolidated Billing Option. Below are some important details regarding changes that you will experience with Consolidated Billing. Please review the changes and sign below.

Please note, requests to change accounts to Consolidated Billing may take 1-2 billing cycles.

Please continue to pay individual statements until you receive your first "Billing Account" statement.

- » You will receive one statement with a 16 digit billing account number that is different from your current card numbers.
- » If you currently make your payments on mycardstatement.com, you will need to register the billing account number separately.
 - Please wait until you receive your first Consolidated Billing Statement to register the account.
 - › The 16 digit account number that appears on the statement will be the account number that you will need to use to register.
 - › The customer name should be the name of the business, as it appears in the statement, in all capital letters.
 - › The expiration date you will need to input for registration is 12/2049.
 - › All other fields such as Mother's Maiden Name and/or CVV can be left blank.
- » Individual Card Limits will act as a monthly spending limit and will be reset on the cycle date.
- » Payments made to the billing account will reset the available credit for all accounts on the next cycle date.
- » All charges will roll up to the billing account number at the start of your next cycle and will not remain on the individual cards.
- » If you call in to the automated system and input one of the card numbers, it will state that there is no balance due on the individual account.
- » The available credit mentioned on the automated system will reflect correctly, based on what the cardholder has spent for that cycle.
- » If you would like to free up the available credit sooner, for an individual account, then a payment or a credit card limit increase will need to be made for that account.
 - Payments to individual accounts will need to be made online at mycardstatement.com, by mail (no charge), or with a representative at 1-800-883-0131 (\$10 fee).
 - Our automated system will not accept payment for an individual account due to the account reflecting a zero balance.
 - Once the payment is processed, your funds will be available within 1-2 business days.
 - To increase the credit limit for an account, please contact business.maintenance@tcmbank.com and a Business Account Maintenance form will be provided.

If you have any questions, please feel free to contact us at business.maintenance@tcmbank.com

Business Name: _____

Tax ID: _____

Authorized By: _____

Business Officer/Principal Guarantor 1

Physical Signature: _____

Business Officer/Principal Guarantor 2

Physical Signature: _____

