

TriTech Services

Payment Option



TriTech Services offers complete payment services for all premium tax annual and estimated returns, as well municipal tax returns. We can make sure every state and every municipality is paid accurately and on time. We take care of signing, collating checks with returns, and mailing each check to the proper address. Our payment service is secure and all-inclusive.

How does TriTech process tax payments on behalf of my company?

You will contact your bank to set up a Positive Pay bank account. Positive Pay is a generic term that describes a bank service that is one of the most effective anti-fraud tools available today for check disbursements. Using check issuance data provided by TriTech Services, the bank matches all checks being presented for payment against our issuance information. Issuance information

is updated as we issue new checks and as checks are paid. If an account number, check number, payee, and dollar amount match with an issuance record, the check is paid automatically. If there is a discrepancy the bank reports the check as an exception and will not pay without further authorization from you.

How do I stay informed about all payments made on our behalf?

TriTech will provide all the files relating to any payments we make on your behalf. You always know what's being paid, when, and how much.

How do I send the payment information?

By working with your IT department, you can transfer the positive pay upload files to the bank. Your IT department will also provide TriTech with any other upload files for your own in-house systems. Your IT department will generate the encryption (PGP) key developed for the upload files and setup a FTP site for transfer of the files. You tell TriTech which reporting files you need, how they are formatted, and where to put them and we deliver.

How safe is Pretty Good Privacy (PGP) encryption?

PGP is a powerful means of encryption that utilizes a pair of keys to establish confidentiality of communication with TriTech by preventing unwanted interceptors from reading the data. Your IT department will provide TriTech with the key so we can generate files that only you, the intended recipient, will be able to decipher.

TriTech Services Payment Process

• What You Need to Do:

- Contact your bank to set up a Positive Pay bank account
- Work with your IT department to create and transfer payment upload files
- Provide TriTech with a list of states you prefer handled by EFT(ACH)

• What Your IT Department Needs to Do:

- Provide TriTech with your AP system file specifications for the upload file
- Specify how EFT (ACH) payments are handled in the upload file. Will there be a single upload file or a separate file for EFTs?
- Provide TriTech with details for any other reporting files needed
- Provide TriTech with the encryption (PGP) key developed for the upload files
- Setup FTP for transfer of files and provide TriTech with access credentials

• What We Need from Your Bank:

- Account number for the Positive Pay bank account
- Routing number
- Sample check layout
- Starting check number
- Does your bank require two signatures for checks written over a certain amount? If so, what amount?
- A signature card for TriTech personnel to sign and return to bank
- Bank upload file specifications (Positive Pay)

More Information:

If you would like to learn more about our products or services, please contact us at 800-380-6407 or visit www.tritechservices.com. We will be happy to discuss your company's unique needs and create a customized solution just for you.

800-380-6407

www.tritechservices.com
www.tritechsoft.com



1205 S. Greenville Ave.
Allen, TX 75002