

First National Bank Alaska

Escrow Department
PO Box 100720
Anchorage, AK 99510-0720
Phone 1-800-856-4362
or 907-777-3430

Payment Reminder Service

Payees can remind payers of past-due amounts by using the Payment Reminder Service. A fee is only charged to the payee when a notice is generated. When the maximum number of notices have been issued, and no payment is received from payer, no further notices are sent.

Here's how it works:

A payee advises when to send notices. For example, send one notice at 30 days; a notice at 15 days and 30 days; a notice at 15, 30 and 45 days.

When a payment is past due the number of days stipulated by payee, a notice is mailed to the payer advising of the amount and number of days it is past due. The notice also reminds the payer that the account can be closed for delinquency if it remains past due. When a delinquent account is first placed on the service, the notice generated will be for the latest option that matches the current status. If the account is current, nothing happens until delinquency occurs.

Each time payer is mailed a reminder notice, the payee receives a duplicate notice advising that the payer has been notified and the amount delinquent. Custom Business Accounting customers are not sent a notice; their periodic report shows notice has been sent. A fee for each notice sent according to the current fee schedule, is charged payee and deducted from the next payment received.

No notice will be sent for a delinquency of less than \$15 or if we do not have a good address for the payer.

Interested? Complete the convenient sign-up form below. The service will be activated within thirty days, if the account qualifies for this service.

To: **First National Bank Alaska**
Escrow Department

RE: Account(s) _____
Payee Name _____

I request that you add the Payment Reminder Service to the above account(s). Send notices as follows:

- One Notice at _____ days past due. (Minimum 5 days)
- Two notices, first at _____ days past due, second at _____ days past due.
- Three notices, first at _____ days past due, second at _____ days past due, third at _____ days past due.

I agree to give you thirty days notice, in writing, if service is to be canceled at any time in the future. Receipt of a current fee schedule is acknowledged.

Payee

Payee

Date _____

Please note, you may use the back of this page to list additional escrow account numbers or/and signatures.