



June 5, 2020

ATTN: ACH Originator Customer

As a customer who originates ACH transactions, you have responsibilities that are outlined both in your ACH Origination Agreement with First State Bank and in the National Automated Clearing House Association's (NACHA) Operating Rules. The purpose of this letter is to help ensure your continued compliance.

Please review all provided information, including how to access a copy of the NACHA Operating Rules, a Quick Guide for ACH Originators and the 2020 ACH Holiday Schedule.

Also enclosed is a list of Security Recommendations. Per your agreement with First State Bank, your company is responsible to establish and maintain procedures to safeguard against any unauthorized activity. Please complete and return the signed form to First State Bank.

Please be aware of the potential for fraud related to ACH Origination, particularly related to changes in banking information. We recommend that you follow up any changes not made in person (such as those made via e-mail) with a phone call to the individual at a known phone number.

Also, as a reminder, please be aware that ACH Originators are required to obtain proper authorization for all transactions initiated. These forms do not need to be provided to First State Bank, but must be retained until two years after that particular ACH transaction has been revoked.

Please send signed forms to one of the following:

By Mail:	By Secure E-mail:	Branch Location:
First State Bank ATTN: Operations Dept. PO Box 70 Webster City, IA 50595	fsbops@fsbwc.com	Drop off at the branch drive-up

Contact First State Bank Operations Department with questions or concerns.

Thank you,

Operations Department
515-832-2520
fsbops@fsbwc.com