

**April 2<sup>nd</sup>, 2020**

**Re: Extreme Reach Payment Policy Update**

Extreme Reach is dedicated to providing the highest level of service to all of our customers. Unfortunately, one of our most vital services, processing EFT payments for our customers, continues to be the target of scammers who attempt to defraud our company. Due to the increase in fraudulent attempts against Extreme Reach and throughout the banking industry, we are making changes to our payment processing policy.

Effective immediately, all EFT payments (Wires or ACH) require a Bank Verification Letter. This is a standard letter provided by your bank confirming the wire instructions. This is not an unusual request. Banks provide these letters to their customers when requested.

The Bank Verification Letter must be signed and dated by a bank officer on your bank's letterhead and contain wiring instructions as follows: (1) Bank routing number or SWIFT Code or IBAN (2) Name on bank account and (3) Bank account number.

Some International banks are unable to provide Verification Letters. In that case, please request a copy of a bank statement which includes the wiring instructions and bank contact information (which may or may not include a person at the bank). Other confidential information, such as transactions, may be redacted.

Check payments outside of the U.S. and Canada are also impacted by the changes we must make. We will no longer issue check payments outside of the U.S. and Canada. Any foreign payments will need to be issued via EFT. The Bank Verification Letter will apply.

If an EFT option is not available, our banking partner is able to issue Foreign Currency Checks in most local currency.

We appreciate your cooperation with this important matter. If you have any questions, please reach out to [ERTreasuryGroup@extremereach.com](mailto:ERTreasuryGroup@extremereach.com).

Best wishes,  
Finance Team at Extreme Reach