COMMERCIAL BANK

CONFORMING LOAN PAYMENT NOTICE

Loan payments are posted/credited on all business days. The business day used depends on the time the loan payment is made and the method used to make the loan payment. All loan payments must be made in U.S. currency and accompanied by either the account number or payment coupon.

Business days are defined as Monday through Friday, excluding federal holidays. Please note that Commercial Bank's business day cut-off time is 5:00 p.m. Eastern Standard Time (EST) or the branch closing time, whichever is earlier.

In Person – Loan payments received in person at a branch location by 5:00 p.m. EST or the branch closing time, whichever is earlier, will be credited as of that business day. Payments received after 5:00 p.m. EST will be posted on the next business day.

Night Deposit – A loan payment placed in the night depository at any of our branch locations after 8:00
a.m. EST will be posted the next business day. We discourage the use of night depository during business hours.

Internet Transfers / 24-Hour Telephone Banking – Loan payments, or other transactions, made through online banking or via the 24-hour telephone teller after 4:00 p.m. EST will be posted the next business day.

Mail – Loan payments should be mailed to:
     Commercial Bank
     101 N Pine River St
     Ithaca, MI 48847

Any loan payments received via physical mail on business days by 10:00 a.m. EST will be posted on that business day. Loan payments received via physical mail on Saturdays, federal holidays, or after 10:00 a.m. EST on business days will be posted on the next business day. A loan payment mailed to a branch location address other than the one listed above will be considered non-compliant and may take longer to process. Please allow for at least three days for mail to be received and be aware that we may receive your loan payment on a non-business day, further delaying its posting.

Loan payments received in a manner not listed above will be considered non-conforming and may take longer to process.