

1. Customer Information

Business Customer Name	[Redacted]		
Mailing Address	[Redacted]		
City, State Zip	[Redacted]		
Tax Id Number	[Redacted]	Phone No.	[Redacted]

Primary Contact Name (Must be authorized signer on all accounts)	[Redacted]	Phone No.	[Redacted]
Email Address	[Redacted]		

2. Administrator Setup Information

Please review authority of Administrator, including authority to designate additional User(s), as outlined in Section 5C below.

Administrator Name	[Redacted]		
Title	[Redacted]	Phone No.	[Redacted]
Email Address	[Redacted]		

3. Account Information

Account Set-Up and Service Details to enable available services by each account and each entity included. Each Additional Entity must be a subsidiary or other affiliate of Primary Customer with common ownership and management.

Account Number	[Redacted]	<input type="checkbox"/>	Tax Id number (If different entity than above)	[Redacted]	<input type="checkbox"/> Bill Pay <input type="checkbox"/> Express Transfers* <input type="checkbox"/> Template Transfers
Account Number	[Redacted]	<input type="checkbox"/>	Tax Id number (If different entity than above)	[Redacted]	<input type="checkbox"/> Bill Pay <input type="checkbox"/> Express Transfers* <input type="checkbox"/> Template Transfers
Account Number	[Redacted]	<input type="checkbox"/>	Tax Id number (If different entity than above)	[Redacted]	<input type="checkbox"/> Bill Pay <input type="checkbox"/> Express Transfers* <input type="checkbox"/> Template Transfers
Account Number	[Redacted]	<input type="checkbox"/>	Tax Id number (If different entity than above)	[Redacted]	<input type="checkbox"/> Bill Pay <input type="checkbox"/> Express Transfers* <input type="checkbox"/> Template Transfers

Attach Schedule 1 – Deposit Account Set Up Details to add more than four accounts or when using Business Online with multiple entities. (Loan Accounts are not available in the Access service level)

* Express transfers move a dollar amount from the identified account to another VNB "linked account" of the Primary Customer or an Additional Entity within the Business Online profile on a one time basis or on a recurring basis each month. Template transfers, or book transfers, allocate a dollar amount from the identified account to smaller amounts into multiple linked accounts, all via one transfer request. Template transfers can be set as repetitive transfers, regularly moving amount(s) as scheduled by the Administrator.

4. Service Plan Set Up Information

Refer to our current Schedule of Business Online Service Packages and Pricing for applicable charges, if any. Virginia National Bank customer account to be charged for any service charges:

Account Number: Economy or Personal Account Analysis

Business Online single user service – for single user login only

Business Online Access service – for multi-user flexibility

For single user service, Customer agrees that User information will not be shared with others. If Virginia National Bank determines that more than one user is logging on, the service will be deactivated immediately. The single user service level is offered at no base monthly charge but other charges may apply, as detailed on our Schedule of Packages and Prices.

The target implementation timeline is to activate the account(s) within one business day. Administrator will receive the Company ID and Password in one letter and User Name in another, usually within five business days after activation.

5. Acknowledgements, Representations and Agreements

The undersigned represents that (a) he/she is an authorized signer for each of the designated accounts of the Primary Customer and, unless otherwise indicated, of any Additional Entity added to Primary Customer's profile pursuant to a Schedule 1, and is authorized to appoint an Administrator for all such accounts and (b) each Additional Entity is a subsidiary or other affiliate under common ownership or management of the Primary Customer. The undersigned acknowledges and agrees, on behalf of the Primary Customer and each Additional Entity, that:

- A. I/we have received, read and agree to the terms and conditions of Virginia National Bank's Business Online and Treasury Management Services Agreement ("Master Agreement"), any Associated Agreement(s) (as defined in the Master Agreement) and the current Schedule of Business Online Service Packages and Pricing, all as may be amended from time to time, which will govern the use of Business Online and access to any functions or additional Services, e.g. Bill Payment, Internal Transfers and ACH (collectively, "Business Online Services") obtained through Business Online.
- B. The Administrator designated above, or as may be designated from time to time, will have full access to all Business Online Services enabled for account(s) of Primary Customer and each Additional Entity, as may be modified and amended from time to time, regardless of whether the Administrator is an authorized signer on the account(s). The Administrator will remain authorized unless and until Virginia National Bank has received written instructions from an authorized signer for the Primary Customer to remove and replace the Administrator and has had a reasonable time to act on such instruction.
- C. If Business Online Access multi-user service is enabled, from time to time, the Administrator is authorized to add and remove one or more additional "User(s)" of all or any Business Online Services and accounts enabled for the Primary Customer and/or any Additional Entity, whether or not such User(s) are authorized signers on any account(s). The Administrator may delegate to other User(s) all or any portion of the functions available to the Administrator and has authority to modify, limit (e.g. limiting the dollar amount of specific transactions) or otherwise control the accounts and/or functions of any Business Online Services over which each User has authority, including delegating to a User the right to establish another User.
- D. The security procedures associated with Business Online are reasonable and I/we are responsible for establishing and maintaining proper procedures regarding control of any accounts or funds, including monitoring the use of Business Online Services by the Administrator.

Customer Signature (Authorized Signer on all Accounts)

Date

Authorized Bank Representative

Date

Business Online Profile Set-Up
Unit 5200 Profile # 3 or # 12

Date Completed