# **Commercial Card Account Agreement**

This Commercial Card Account Agreement is Company's contract with Huntington. It governs Company's use of the Account and any Cards and related services. The accompanying Town of Whitestown Uniform Service Agreement Addendum, Fee Schedule and various other addendums and attachments and other documents referenced herein are part of this Agreement.

Pursuant to this Agreement, Huntington will provide Company with an Account that can be accessed by Mastercard branded Cards. The Cards will be used to access any or the entire available credit limit for the Account. Upon approval, Company also may use the Account to access Huntington's Integrated Payables service. Huntington will also provide access to online systems and tools that can be used to manage the Account.

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## **Definitions**

"Account" means the relationship established between Company and Huntington by this Agreement.

"Administrative User" means the person or persons assigned by Company to administer Company's commercial Card program or Integrated Payables service and who has the ability to perform one or more of the following functions (as assigned by company Program Administrator): ordering and assigning Cards, creating Virtual Cards, setting and changing individual Card limits, activating Cards, setting and changing authorized Merchant Category Codes, restricting Card access and blocking Cards, viewing and downloading transaction histories. Other functions may be added in the future.

"Authorized Business Representative" means the individual(s) who (a) executed this Agreement or (b) would currently be authorized to execute this Agreement if the individual(s) who originally executed this Agreement are no longer employed by Company.

"Authorized User" means any person allowed to use a Card to access Company's Account.

"Authorized Virtual Card Representative" means the person or person assigned by Company to manage any Virtual Cards issued under the Account.

"Billing Cycle" means the period during which transactions are accumulated for billing purposes.

"Business Security Suite" means a set of fraud prevention tools offered in the TM Services.

"Card" means one or more Cards or other access devices that Huntington gives Company or any Authorized User under this Agreement. This includes utilization of Card numbers, Virtual cards, and Department Cards.

"Client Information Sheet" means the information required by Huntington to create checks for payment.

"Company" means the entity who applied to open the Account. It also means any other person responsible for complying with this Agreement.

"Company Program Administrator" or "Program Administrator" means the person or persons assigned by Company to manage the services provided by Huntington to Company under this Commercial Card Account Agreement. The Company Program Administrator will have the ability to perform all Administrative User functions and will have the ability to assign additional Administrative Users and also assign their rights to access and use any online interface as appropriate.

"Demand Deposit Account" means one or more checking/demand deposit accounts identified in the Huntington Commercial Card Rebate Authorization that Company maintains with Huntington for the settlement of payments pursuant to this Agreement. The Demand Deposit Accounts are subject to the Rules & Regulations for Business Accounts.

"Department Card" means one or more Cards or other access devices that Huntington gives Company that are not assigned to any specific Authorized User or single identifiable person.

"Eligible Spend Volume" means net Card purchase volume (i.e. gross volume less credits, cash advances and ATM withdrawals) and is further described in the Commercial Card Account Agreement Rebate Addendum.

"Huntington" means The Huntington National Bank, the issuer of the Account.

"Integrated Payables" means the service accessed by Company through the designated online interface in order to initiate Virtual Card payments.

"Merchant Category Codes" means the four digit Mastercard number assigned to a merchant that describes the types of goods and/or services it provides.

"Rebate" means part of the transaction revenue Huntington receives from the payment network as the issuer of the Card.

"TM Services" means the services offered under the Treasury Management Services Agreement. TM Services include Business Security Suite, ACH and other services. In order to use the Integrated Payables service offered herein, Company must enter into a Treasury Management Services Agreement with Huntington.

"Virtual Card" is a means of access that Company or Authorized Users can use to complete transactions in situations where a physical Card is not required.

## **Authorization**

Company warrants and represents that (a) Company is duly organized, validly existing, and in good standing in the jurisdiction in which it is organized; (b) there are no provisions of any law, or any certificate of incorporation, certificate of organization, by-laws, operating agreement, partnership agreement, or any agreement of any kind, nature or description binding upon Company which prohibits Company from entering into or performing under this Agreement; (c) Company's execution and performance of this Agreement has been duly authorized; and, (d) this Agreement is a binding obligation of Company. Huntington will be entitled to rely on any written notice or other communication believed by it in good faith to be genuine and to have been signed or authorized by an authorized representative of Company, and any such communication will be deemed to have been authorized by such person.

## **Use of Cards**

Company and its Authorized Users will use the Cards only for business purposes involving the procurement of goods and/or services for Company. Card use for any illegal or illicit purpose or consumer purposes is prohibited. Card use prior to activation or after the expiration date is prohibited. Card use in violation of the preceding prohibitions does not relieve Company from the obligation of paying any outstanding Card balance created.

Company at its sole discretion will assign Cards to its employees, contractors or others having a close business relationship with Company. However, Company must submit a request to Huntington to create any and all Department Cards. Each cardholder, or person who has the ability to use a Department Card, becomes an Authorized User. Company shall provide Huntington with Authorized User information, including names and other identifying information, which will be stored and used by Huntington for servicing and regulatory purposes including compliance with the USA PATRIOT ACT. Company is responsible for obtaining any necessary consent for Authorized User information collection, use and disclosure to Huntington. Huntington reserves the right to investigate the identity of any existing or proposed Authorized User by obtaining, verifying, and recording personally identifying information, and may obtain such information from third parties. Huntington reserves the right to refuse, block or revoke any Authorized User access.

Huntington may allow Company to establish Virtual Cards under the Account. Cash advances are not permitted on Virtual Cards. Virtual Card transactions may be made at the direction of one or more Authorized Virtual Card Representatives of Company in accordance with this Agreement. The Authorized Virtual Card Representative(s) of Company will be provided with a unique User ID and password that will allow access to the online system (which is a separate system than that described laterin this Agreement, which is utilized by the Program Administrator) that is used to create, modify and closeVirtual Cards.

An Authorized User may sign a sales draft presented by the merchant which is processed by the merchant's financial institution; provided, however, that the absence of a sales draft and/or failure to sign a sales draft shall not relieve Company of its obligations to pay any outstanding balance charged against the Account. Merchants may be required to request an authorization from Huntington before completing a Card transaction. If Company advises Huntington of its desire to restrict a certain type of Card transaction(s) identified by Merchant Category Code(s), Huntington will take commercially reasonable steps to assure that these types of Card transactions are not authorized. However, Huntington will not be liable if a merchant nonetheless accepts a Card for unauthorized transactions or does not request an authorization at all.

Huntington reserves the right to deny the authorization of any transaction based on suspicion of fraudulent activity, unauthorized use, illicit or illegal use, or for any other reason. Transactions will not be authorized if any third-party data processor is not online or is otherwise not operational. Huntington is not liable for failure to authorize a transaction for any reason.

Foreign Card transactions will be added to the outstanding balance in US Dollars. If a Card transaction occurs in a currency other than US Dollars, the Card networks will convert the transaction into US Dollars using their currency conversion procedures. Foreign Card transactions may also be subject to International Transaction Fees as detailed in the Fee Schedule. The Integrated Payables service is not to be used for foreign currency transactions.

Except for Virtual Cards, Card access may include the ability to access cash via a teller in a financial institution branch or ATM withdrawal. Cash advances may also be subject to fees as detailed in the Fee Schedule. Huntington is not responsible for unauthorized cash advances. Huntington may limit the amount of the credit line that can be accessed in cash.

Company promises to pay the outstanding balance of all Card transactions, including any applicable fees, in full on the due date set forth on each billing statement. Fees are detailed in the Fee Schedule. If any payment is made after the statement due date, or if any amount remains outstanding after the statement due date, Company will be charged a Late Fee per the Fee Schedule.

If Company desires to terminate access to the Account by any Authorized User, it will 1) retrieve and destroy the Card and any online interface credentials provided to such Authorized User, and 2) notify Huntington. Huntington will have a reasonable amount of time to act on this request. Termination of access to a Card or any other services does not relieve Company from the obligation of paying any outstanding Card balance created before Card access termination. Company will establish rules and procedures for its employees' use of Cards and any other access to the services provided to guard against fraudulent use and to assure that such use is only for business purposes and not any illegal or illicit purpose.

# **Integrated Payables Service**

The Integrated Payables service enables Company to make payments to vendors through an online interface via Virtual Cards. Huntington may will attempt to process each payment through the Integrated Payables service as a Virtual Card transaction. If the vendor does not accept the Virtual Card payment, Huntington will then report the payment as created but not paid via the Integrated Payables Web Portal (IPWP). The Integrated Payablesservice requires Virtual Cards.

Company shall provide to Huntington in electronic format the data requested by Huntington to process all payments. The form and format of said data shall conform to those certain technical specifications used by Huntington to perform the services hereunder and provided to Company. Huntington shall have final approval on the form and format of all materials to be produced hereunder to assure conformity and compatibility with Huntington's software and equipment. Huntington shall initiate the payments for Virtual Card, payments in accordance with this Commercial Card Account Agreement and the TM Services.

If Company desires to terminate access to the Account by any person, it will 1) retrieve and destroy the Card and any online interface credentials provided to such person, and 2) notify Huntington. Huntington will have a reasonable amount of time to act on this request. Termination of access to a Card or any other services does not relieve Company from the obligation of paying any outstanding balance created before access termination. Company will establish rules and procedures for its employees' use of Cards and any other access to the services provided to guard against fraudulent use and to assure that such use is only for business purposes and not any illegal or illicit purpose.

# **Credit Limit and Liability; Pricing**

Company may be assigned a credit limit for the Account. Company at its sole discretion may assign separate credit limits to each Card including Virtual Cards. At no time will the aggregate total of all outstanding purchases, cash advances, finance charges, and fees on all Cards exceed the Account credit limit. If the aggregate balance should exceed the Account credit limit, Huntington may demand immediate payment of any amount in excess of the Account credit limit and/or assess an Over Limit fee as detailed in the Fee Schedule.

Huntington will process and settle Card transactions on behalf of Company during the Billing Cycle. Huntington will provide an Account billing statement at the end of each Billing Cycle.

# **Payment from the Demand Deposit Account**

Company must maintain the Demand Deposit Account in good standing with Huntington. Company agrees to make payment in full for any outstanding Account balance by the due date noted on each billing statement. Unless Company notifies Huntington that it will tender monthly payments via another method, Huntington will debit the Demand Deposit Account each month, on the due date, for the Account balance. If there are insufficient funds in the Demand Deposit Account on a payment due date, Company is still responsible for paying the entire outstanding balance on the Account on or before the due date indicated on the statement. Huntington may credit the Demand Deposit Account for any amount received by Huntington for which Huntington has previously received payment from Company.

## Rebates

Huntington may offer rebate Programs to Company. The details of any rebate Program will be presented to Company in an addendum to this Agreement.

# **Online Program Administration**

Company will be provided with online interfaces in order to manage the Account, including ordering and assigning Cards, setting and changing individual Card limits, setting and changing authorized Merchant Category Codes, restricting Card access and blocking Cards, and viewing transaction histories. The online interfaces also include reporting capability. Company must obtain or have the appropriate equipmentand internet capabilities necessary to access each online interface, and Company must set software to the

appropriate security settings. Company must obtain or have the appropriate firewalls, anti-spyware software, anti-viral software, network security, and environmental security to prevent unauthorized accessto each online interface. Company must be aware of latest phishing, pharming or similar scams, and Company is solely responsible for any loss, liability or damage relating to such scams. Company is responsible for obtaining and maintaining Company's communications link to each online interface and to ensure that Company's use of such communications link is in compliance with applicable requirements, including any requirements of telecommunications companies and authorities.

Company will assign and maintain at least one Program Administrator in accordance with Huntington's security procedures. Huntington will add the Company Program Administrator(s) to each online interface and Program Administrator will have all available rights for access to and use of each online interface. Use of an online interface is deemed to be acceptance of the terms and conditions of the related services. Program Administrator will have the ability to assign additional Administrative Users and also assign their rights to access and use each online interface as appropriate. Assignment of Administrative Users and their associated rights shall be at the sole discretion of the Program Administrator. Huntington will rely on Program Administrator for direction on Company desired changes and deletions of Administrative Users. If there is more than one Program Administrator, Huntington can take direction from any one of them.

In addition to each online interface, Huntington will also provide live operator support for Program Administrators during normal business hours. Huntington will also provide an Authorized User servicing website and live operator support during extended business hours, including weekends.

# **Security Procedures**

Company shall comply with all security procedures established by Huntington, Huntington may at any time change security procedures. Huntington may advise Company of such changes to the extent they affect Company's use of an online interface, but failure to do so will not impact Company's obligations or Huntington's rights. Company acknowledges that the purpose of such security procedures is for verification of authenticity and not to detect an error in a data entry and/or Card configuration. Huntington shall not be liable to Company for the failure of the security procedures to detect such errors. Company is responsible for establishing and maintaining safeguards against unauthorized access to each online interface and other Huntington systems, and agrees to take reasonable steps to maintain security procedures established by Huntington. Company agrees that any Huntington information, including, but not limited to any Card transaction information that is transmitted or exchanged between Company and Huntington via an unsecured electronic network, such as the internet, must, prior to the key-entry and through transmission of any Huntington information, (1) be encrypted using a commercially reasonable security technology that, at a minimum, is equivalent to 128-bit RC4 encryption technology, or (2) be transmitted via a secure session utilizing a commercially reasonable security technology that provides a level of security that, at a minimum, is equivalent to 128-bit RC4 encryption technology. Storage, transmittal or maintenance of any permanent record of complete Card numbers and other Card information is prohibited. Cardholders should be identified using name and employee number or other identifier. Card numbers should be masked when recorded.

# **Unauthorized Use**

### Integrated Payables Service

If Company or any Authorized User believes that someone is using the online interface or Demand Deposit Account without permission, Company must notify Huntington immediately by calling (800) 480-4862. Huntington will accept reports of unauthorized transaction activity from the Authorized Business Representative or Program Administrator. **Unauthorized transactions must be reported immediately.** Company agrees to cooperate with Huntington on any investigations, including filing police reports or completing affidavits as necessary. Huntington reserves the right to immediately close any Account regardless of whether unauthorized activityhas been reported by Company or not.

Huntington is not liable for any misuse of the service and any unauthorized transaction activity does not relieve Company from the obligation of paying any outstanding balance created by the Integrated Payables service. The TM Services Agreement contains additional terms and conditions which may apply.

#### Card

If Company or any Authorized User believes that someone is using a Card, including a Virtual Card, without permission, Company must notify Huntington immediately by calling (866) 643-4203. Huntington will accept reports of unauthorized transaction activity from the Authorized Business Representative, Program Administrator or cardholder on whose Card an unauthorized transaction appears. Unauthorized Card transactions must be reported within 60 days of receipt of the statement on which they appear. Company agrees to cooperate with Huntington on any unauthorized Card use investigations, including filing police reports or completing Cardholder affidavits as necessary. Huntington reserves the right to immediately close any Account regardless of whether unauthorized activity has been reported by Company or not.

Huntington is not liable for any misuse of a Card that has not been cancelled and unauthorized transaction activity does not relieve Company from the obligation of paying any outstanding Card balance created. Mastercard may provide at no cost to the Company a liability protection program. Terms and conditions may apply.

## **Fraud Alerts**

Huntington provides Confirm It Fraud Alerts for the Cards. Confirm It is a free service that automatically notifies cardholders of suspicious activity on their Card via text, email and/or automated phone call. Cardholders will not be charged for Confirm It texts. Message frequency varies and depends on Card use. Mobile carriers are not liable for delayed or undelivered messages. For more information, call (866) 643-4203. Please note: Cardholders can opt out of Confirm It texts and/or automated phone calls at any time. Opting out applies to the Card. To opt out of receiving Confirm It texts after receiving a fraud alert, text STOP to 49847. By texting STOP to 49847, the cardholder agrees to one additional confirmation message stating that the cardholder has opted out and will no longer receive text messages from Huntington ConfirmIt. For help after receiving a fraud alert, text HELP to 49847. To opt out of automated phone call fraud alerts, call (866) 643-4203.

## **Termination**

Huntington reserves the right to terminate this Agreement at any time upon notice to Company, effective one hundred-twenty (120) days after Huntington sends Company notice. Notwithstanding the foregoing, in the event of fraud, suspected fraud, illegal or suspicious activity, suspected illegal or suspicious activity, regulatory compliance, administrative order, judicial order, or default under this Agreement, Huntington may terminate this Agreement, and/or revoke any or all Cards issued in connection with the Account, or any Virtual Cards established under the Account, immediately without notice (or immediately with notice if legally required), but Huntington will use its best efforts to provide notice after termination if permitted by law. If Company wishes to terminate this Agreement, then Company must provide written notice to Huntington, which termination will be effective thirty (30) days after Huntington receives notice. No termination by either party shall relieve Company from responsibility for any charges to the Account after the date of any notice and before the effective date of such notice. In the event of any termination, any outstanding balance on the Account will be due and payable as of the effective date of the termination.

## **Financial Information**

Company shall, upon Huntington's request, promptly provide Huntington with financial information and statements as Huntington determines to be reasonably necessary or appropriate to enable Huntington to review Company's financial condition. Huntington may also periodically review reports from third party reporting agencies regarding Company's financial condition.

## **Review Statements**

Company is responsible for promptly reviewing and inspecting all reports, notices, periodic statements, adjustments, charges, entries, and other transactions available to it. Company agrees to notify Huntington

of any errors or discrepancies with respect to Card transactions, including Virtual Card transactions, within sixty (60) days after receipt of the same which contain sucherrors or discrepancies. Company agrees that Huntington will not be liable for any losses resulting from Company's failure to give Huntington such notice of errors or discrepancies.

## **Notices**

Except as otherwise stated in any notice, all notices from Huntington will be effective when Huntington mails or delivers them to Company or when Huntington makes such notices available to Company through electronic means. Company designates all notices be sent to:

Matt Sumner		
Name		_
Town Clerk Treasurer		
Title Municipal Complex, Roo 6210 S 700 E	m 400	-
Address		_
Whitestown	IN	46075
City, State and Zip Code		_
MSumner@whitestown.in.g	ov	
Email Address		_

All notices, in connection with this Agreement, sent by Company to Huntington must be in writing and sent to Huntington at the following email address or physical address:

commercialcardsupport@huntington.com

Huntington National Bank Commercial Card Product Management EA4C20 The Huntington National Bank 7 Easton Oval Columbus, OH 43219

and will be effective when Huntington has received them and has had a reasonable time to act on them.

# **Assignment**

Huntington may at any time assign or delegate its rights or duties under this Agreement. Huntington reserves the right to use third party vendors to supply any or all services under this Agreement. Company may not assign its rights or obligations under this Agreement in any way without the prior written consent of Huntington. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective legal representatives, successors and permitted assigns. No other person or entity is deemed to be a third-party beneficiary of this Agreement or the Account.

## **Third Parties**

There are no third-party beneficiaries to this Agreement. The parties do not intend: (i) the benefits of this Agreement to inure to any third party; or (ii) any rights, claims or causes of action against a party to be created in favor of any person or entity other than the other party.

## **Modification**; Waiver

Huntington reserves the right to modify, at any time and in its sole discretion and without the consent of or notice to Company unless required by law, any of the terms and conditions set forth in this Agreement, and including, without limitation, any charges, fees, interest rate, and rebates. Except as otherwise provided in this Agreement, or as otherwise stated in the notice (if sent), any modification by Huntington will be effective when Huntington sends notice to Company. Except for changes made in accordance with this Section, no deviation, whether intentional or unintentional, shall constitute a modification of this Agreement, nor constitute a waiver by Huntington of any rights in this Agreement.

The designated Program Administrator(s), Authorized Business Representative(s), notices contact and Authorized Virtual Card Representative are included as part of this Agreement and any change to these contacts must be completed via Huntington's change document and signed by an Authorized Business Representative.

Company agrees to notify Huntington promptly of any change in its mailing address, e-mail address or telephone number.

# **Governing Law**

Except as otherwise specifically provided in the Town of Whitestown Uniform Service Agreement Addendum, this Agreement and all rights and obligations hereunder, including matters of construction, validity and performance pertaining to Card transactions, including Virtual Card transactions, shall be governed by and construed in accordance with the laws of the State of Ohio, without regard to internal principles of conflict of laws, and applicable federal law.

# Waiver of Jury Trial

The parties hereto waive all right to trial by jury in any action or proceeding to enforce or defend any rights under this Agreement.

## **Defaults**

Any of the following events constitutes a default under this Agreement:

- 1. failure of Company to pay any amount when due or to perform any other material obligation under this Agreement;
- 2. any default in payment or performance of any obligation of Company under any other contract with Huntington;
- 3. the total balance under the Cards and any Virtual Cards is in excess of the Account limit;
- a material deterioration in Company's creditworthiness occurs, as determined by Huntington in its sole discretion;
- 5. any information contained in any financial statement, application, schedule or report given to Huntington by or on behalf of Company is not in all respects true and accurate or omits to state any material facts necessary for Huntington's use;
- 6. any bankruptcy, insolvency, reorganization, receivership, or similar proceeds are initiated by or against Company;
- 7. any creditor initiates any action to levy or seize upon a substantial portion of Company's assets;
- 8. any change of twenty-five percent (25%) or more of ownership interests of Company;
- 9. a material adverse change occurs in Company's financial condition, or Huntington believes the prospect of payment of the Account is impaired; and
- 10. Huntington's reasonable request for financial or other information is refused.

## Remedies

If a default occurs, Huntington may at any time thereafter, unless prohibited by law, take any one or more of the following remedial actions, which are cumulative:

- Deem all obligations due and require immediate repayment of the total balance due on the Account;
- 2. Cancel, suspend, or terminate transaction privileges on the Account;
- Take lesser action without waiving any right to later require immediate payment;
- 4. Exercise rights and remedies of a secured party, and Company authorizes Huntington (a) to set off against all of Company's accounts with Huntington (whether checking, savings, or some other account), to the extent permitted by applicable law, and apply such amounts to any amount Company owes Huntington under this Agreement and (b) to exercise its rights under any other agreement against any personal property of Company or of any other grantor with respect to which Huntington has been granted a lien or security interest ("Security Agreements") to secure Company's repayment of any indebtedness Company owes Huntington, including any amount Company owes Huntington under this Agreement; provided, however, in no event will Huntington exercise any rights and remedies against any real estate or real property;
- 5. Exercise rights and remedies under any guaranty against any guarantor of any indebtedness Company owes Huntington, including any amount Company owes Huntington under this Agreement ("Guaranties"); and
- 6. Exercise any other rights and remedies available at law or equity.

If Huntington becomes involved in legal action to enforce this Agreement, Company agrees to pay Huntington's reasonable attorneys' fees and costs, to the extent not prohibited by law.

# Confidentiality

The terms of this Agreement, any proposal, financial information, and proprietary information provided by or on behalf of one party to the other party prior to, contemporaneously with, or subsequent to, the execution of this Agreement that a party was not otherwise previously permitted to disclose or was not by some other means already in the public domain (Information) are confidential as of the date of disclosure. Such Information will not be disclosed by any party to any other person or entity, except as permitted under this Agreement or as mutually agreed in writing. The parties shall be permitted to disclose the Information: (i) to their accountants, attorneys, data processing, financial and marketing service providers, affiliates and employees as necessary for the performance of their duties in connection with enforcing this Agreement, if these persons agree to treat the Information as confidential in the above described manner, and (ii) as required by law or by any governmental authority.

## License

Company grants to Huntington and its affiliates a license to use Company's trade name, trademarks, designs, images, visual representations, logos, and service marks ("Trademarks") solely in conjunction with the Cards. Company indemnifies and holds harmless Huntington, its directors, officers, agents, employees, affiliates, successors and assigns from and against any and all loss, liability, causes of action, claims, and the reasonable and actual costs incurred in connection therewith, arising from the Trademark license granted hereunder or from Huntington's use of the Trademarks in reliance thereon.

# Severability

If any provision of this Agreement is determined by a court of competent jurisdiction to be unenforceable as written, that provision will be interpreted so as to achieve, to the extent permitted by applicable law, the purposes intended by the original provision, and the remaining provisions of this Agreement will continue intact.

## Survival

All warranties, indemnities, confidentiality requirements, representations, acknowledgements, obligation by Company to repay any outstanding balances, and understandings will survive the performance and termination of this Agreement.

# **Complete Agreement**

This Agreement, including the materials attached hereto or the materials and agreements referenced herein, including any Security Agreements or Guaranties, constitutes the entire agreement of Huntington and Company with respect to the subject matter of this Agreement and any written or oral agreement or communication between Company and Huntington or any Huntington affiliate with respect to the subject matter are hereby superseded and shall hereafter have no force or effect. Other than those remedies specifically disclaimed in this Agreement, all remedies set forth in this Agreement shall be in addition to all other remedies available under this Agreement, any Security Agreements or any Guaranties, or at law or equity.

# **Program Administrators**

Name of Authorized Person	Title	Email	Phone Number	Phone Number Extension
Matt Sumner	Town Clerk Treasurer	Msumner@whitestown.in.gov	(317) 769-6557	
Arren Miller	Deputy Clerk Treasurer	Amiller@whitestown.in.gov	317-732-4538	

# Executed by Company as of the dates set forth below.

Town of Whitestown  Company Name:
Company EIN: 35-6006738
Clinton Bohm Printed Name:
Council President Title:
Date of Birth (MM/DD/YYYY):
Customer Signature:
Date:
Printed Name:
Title: Date of Birth (MM/DD/YYYY):
Customer Signature:
Date:
Printed Name:
Title:
Date of Birth (MM/DD/YYYY):
Customer Signature:
Date:

# **Huntington Commercial Card Rebate Authorization**

(This page is required)

XI hereby authorize Huntington National Bank to initiate credit entries to the Rebate Account listed below as necessary to provide for <u>rebate and credit balance</u> <u>refund</u> payments. (Must be a Huntington Business Account)
<u>×</u> I hereby authorize Huntington National Bank to initiate debit entries to the Billing Account listed below as necessary for <u>timely payment</u> to Company's commercial Card Account.
OR
I DO NOT authorize Huntington National Bank to initiate debit entries to a Billing Account as necessary for <u>timely payment</u> to Company's commercial Card Account.
Rebate Account (Must be a Huntington Business Account):
074000078 Huntington Routing Number:
O1401047836  Huntington Account Number:
Billing Account:
074000078 AccountRouting Number:
01401047836 Account Number:

This authorization will remain in effect until Huntington has received written notification from	Compan	ıv to
cancel and has had a reasonable amount of time to act on it.	•	

Company Name	Town of Whitestown:
Authorized Sigr	clinton Bohm ner(print):
	l President
Authorized Sign	nature:
Date:	

Revision 35: 01.08.2021

## **Political Subdivision Addendum**

	Town of Whitestown			
"Company" means the following political subdivision,		which	wishes	to
establish a commercial Card Account per the terms The terms of this Addendum supplement those terms	S .	ccount	Agreeme	nt.
Pursuant to State law and public policy, th	e following apply:			

### **Authorization**

The governing board/legislative authority of the Company has 1) authorized Card use for specific purposes, which purposes were specifically stated by the Company in its ordinance or resolution and 2) approved and adopted a policy governing usage of the credit card and appropriate oversight controls. A certified copy of each such ordinance or resolution shall be provided to Huntington before the execution of the Account Agreement.

### **Appropriation**

The Company certifies that its governing board/legislative authority approved Card usage for those purposes involving the procurement of goods and/or services for the Company for which the Company has appropriated funds in its annual appropriations budget.

## **Usage and Oversight Controls**

The governing board/legislative authority of the Company has adopted formal policies and procedures concerning Card usage and oversight, including but not limited to the following considerations: 1) restrictions based on industry codes; 2) a list of authorized employees; 3) custody of the Card; 4) the pre- approval of Card usage and reconciliation of usage against authorized purposes; 5) personal responsibility by the user in the case of penalties, interest charges, or usage in conflict with the terms of the policy.

Revision 26: 03.31.2020

# **Commercial Card Account Agreement Rebate Addendum**

Company wishes to establish a commercial Card Account per the terms of Huntington's Commercial Card Account Agreement. The terms of this Addendum supplement those terms.

In consideration for Company's use of its commercial Card Account in accordance with the terms of the Commercial Card Account Agreement and the payment terms detailed below, Huntington agrees to pay Company a Rebate based on Eligible Spend Volume and the Rebate Schedule set forth below subject to the terms and exclusions detailed below:

### **Billing Cycle and Payment Due Date**

The Billing Cycle is monthly and ends on the same calendar day each month.

Payment of the outstanding balance, including any applicable fees, is due in full on the payment due date shown on Company's monthly billing statement. The payment due date is the 20th day after the Billing Cycle end date. However, if the payment due date falls on a Saturday, Sunday, or "holiday," which is defined as New Year's Day, Martin Luther King, Jr. Day, Presidents' Day, Easter, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day, the payment will be due the next business day.

#### Rebate Schedule

### Billing Cycle Rebate

Huntington will pay Company a Rebate for each Billing Cycle equal to:
50 BPS
multiplied by all Eligible Spend Volume for the Billing Cycle ( <b>including</b> large ticket and
other special discounted merchant interchange transactions)

### **Annual Rebate**

Huntington will pay Company an annual Rebate if the calendar year Eligible Spend Volume falls within one of the Eligible Spend Volume rows in the Annual Rebate Tiers table below. The annual Rebate will equal the applicable Annual Rebate Rate multiplied by the Eligible Spend Volume for the Calendar Year (**excluding** large ticket and other special discounted merchant interchange transactions)

### **Annual Rebate Tiers**

Calendar Year Eligible Spend Volume	Annual Rebate Rate	Total Rebate Rate (Annual Rebate Rate* plus Billing Cycle Rebate Rate)
\$750,000-\$999,999	25 BPS	75 BPS
\$1,000,000-\$1,499,999	50 BPS	100 BPS
\$1,500,000 - \$1,999,999	55 BPS	105 BPS
\$2,000,000- \$2,499,999	60 BPS	110 BPS
\$2,500,000 - \$2,999,999	65 BPS	115 BPS
\$3,000,000 or more	70 BPS	120 BPS

<sup>\*</sup> The Annual Rebate Rate does not apply to large ticket and other special discounted merchant interchange transactions

### Eligible Spend Volume

\*Eligible Spend Volume means net card purchase volume (i.e. gross volume less credits, cash advances and ATM withdrawals).

### Terms and Exclusions

Huntington will pay out each Rebate by initiating a credit to Company's Huntington Rebate checking account. Huntington will pay the annual Rebate within 60 days of calendar year end.

Losses due to charge-off or fraud may be deducted from any Rebate payments. If Company's Account is closed by Huntington or Company for any reason, or if Company is in default on any obligation to Huntington, no Rebate will be paid or accrued. If Huntington's and Company's calculation of Rebate differs, Company must accept Huntington's calculation as final.

If changes in rates or a market disruption impacts Huntington's ability to fund the Rebate program or if laws or regulations change and such change negatively impacts Huntington's profitability under the Rebate program, Huntington may change Rebate or other pricing to offset such impacts.

If Huntington experiences more than a 25% decrease in the interchange rate, Rebate compensation may be adjusted proportionately. The Rebate compensation may reset annually based on the prior year's interchange rates.

Revision 26: 03.31.2020

# Fee Schedule

Late Fee	1.0% of any past due amount; minimum \$100
Minimum Eligible Spend Fee	\$50 monthly; waived if more than \$10,000 of Eligible Spend is transacted monthly WAIVED
Over Limit Fee	\$25 per occurrence
Cash Advance Fee	2.5% of any amount advanced; minimum \$10 per advance
Custom Card Fee	Actual cost assessed by vendor
Return Payment/NSF Fee	\$25
International Transaction Fee	0.80% of the International Transaction amount in US Dollars assessed as a fee to Commercial Card Account
Expedited Card Delivery Fee	\$30
Data Transmission Setup Fee	Actual cost assessed by vendor
Data Transmission Fee	\$100 monthly
Annual Card Fee	\$25; waived if more than \$2,500 of Eligible Spend is transacted on Card annually WAIVED
Document Handling Fee	\$11 monthly; waived if Company elects to receive (Company level) paperless statements
Research or Duplicate Document Fee	\$40 per hour; minimum 1 hour assessed
Integrated Payables	See Treasury Management Services Agreement
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Revision 26: 03.31.2020

# **Authorized Virtual Card Representative Addendum**

Name of Authorized Person	Title	Email	Phone Number	Phone Number Extension
Matt Sumner	Town Clerk Treasurer	MSumner@whitestown.in.gov	(317) 769-6557	

Company Name:	Town of Whitestown
Authorized Signe	Clinton Bohm r(print):
Council P	resident
Authorized Signat	ture:
Date:	

Revision 35: 01.08.2021

# DocuSign<sup>®</sup>

### **Certificate Of Completion**

Envelope Id: 39376469A7AF48B2B14EB62414C744B6 Subject: Huntington Commercial Card Agreement

Source Envelope:

Document Pages: 23 Signatures: 0
Certificate Pages: 2 Initials: 0

AutoNav: Enabled

Envelopeld Stamping: Enabled

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Status: Sent

Envelope Originator: Gail McCreight 41 S High St

Columbus, OH 43215-6170
Gail.L.McCreight@huntington.com
IP Address: 170.128.132.30

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Location: DocuSign

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### **Signature**

### **Timestamp**

Gail McCreight
gail.l.mccreight@huntington.com

Comml Product Specialist-Sr
The Huntington National Bank

Security Level: Email, Account Authentication

(None)

### **Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

Matt Sumner

MSumner@whitestown.in.gov

Security Level: Email, Account Authentication (None), Access Code, Authentication

### **Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

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In Person Signer Events	Signature	Timestamp
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Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp

Lacey Albrecht

Lacey.Albrecht@huntington.com

Security Level: Email, Account Authentication

(None)

### **Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

Luanne Izzo

Luanne.lzzo@huntington.com

Security Level: Email, Account Authentication

(None)

### **Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Summary Events  Envelope Sent	Status Hashed/Encrypted	<b>Timestamps</b> 7/2/2021 3:40:57 PM