

Dear Participant,

The Pepco Energy Savings for Business Program is offering Electronic Funds Transfer (EFT) as a payment option for participants. If you choose this option, funds will be deposited directly into your bank account via the automated clearing house (ACH) network. You may already be using this same process for transactions with your customers, clients, and suppliers.

There are a number of benefits for enrollees:

- Quicker payments rather than waiting for checks to arrive in the mail;
- Convenience and time savings from reduced check handling and paperwork;
- Elimination of lost checks; and
- Increased investment potential through shortened check float due to quicker deposits.

In order to take advantage of this new payment option, you must enroll! Enclosed is an Electronic Payment Authorization Form which must be completed by your firm. A reference guide, *Electronic Payments Guidelines for Participants*, is also enclosed, which explains the requirements for this payment option.

We encourage you to sign up now so that you can take advantage of these EFT benefits.

If there are further questions regarding this payment option, please email pepcoenergysavings@lmco.com.

Sincerely yours,

Tracy Scott
Program Manager

ENCLOSURES

INSTRUCTIONS FOR ELECTRONIC PAYMENT AUTHORIZATION FORM (below)

New Enrollment

- Participant must complete Part A and Part B.
- A voided check must be returned with this form.

Changes to an existing Authorization

- If changing Payee information, complete only Part A.
- If changing Bank Information, complete Part A and Part B. A voided check must be returned with this form.

How to contact us

- Email: pepcoenergysavings@lmco.com (preferred method)
- Pepco Energy Savings for Business Program
c/o Lockheed Martin
700 King Farm Blvd.
Suite 300
Rockville, MD 20850
- Phone: 1-866-353-5798

PART A: PAYEE INFORMATION (To be filled out by payee)

Authorization:

NEW CHANGE: PAYEE INFORMATION CHANGE: BANK INFORMATION

Payee Name		Federal Employer Identification # or Social Security Number	
Mailing Address		City	State
Office Telephone		Cell Phone	Fax
Contact Name	Email Address	Phone	

PART B: BANK INFORMATION (To be filled out by payee)

Financial Institution			
Name			
Mailing Address		City	State
Type of Account: Checking <input type="checkbox"/> Savings <input type="checkbox"/>			
ABA Routing # (must be 9 digits)		Bank Account#	
<p>I authorize the Pepco Energy Savings for Business Program to deposit by electronic funds transfer (credit entries), funds owed to me into the bank account listed above. In addition, I also authorize the Pepco Energy Savings for Business Program to process debit entries and adjustments for any amounts deposited electronically in error.</p> <p>This authorization will remain in effect until either party has provided at least 10 days written notification of its termination. By signing below, I also agree to the provisions stated in the Electronic Payments Guidelines For Participants.</p>			
Authorized Official (print)		Title	
Signature		Date	

ELECTRONIC PAYMENTS GUIDELINES FOR PARTICIPANTS

The guidelines below apply to participants who have elected to be paid by Electronic Funds Transfer (EFT) through the automated clearing house (ACH) network.

Payments by Electronic Transfer

- Enrollment is voluntary.
- An Electronic Payments Authorization Form must be completed by your firm.
- Once you enroll, payments formerly made by check will be made by EFT via ACH.
- By enrolling, you are agreeing that funds will be deposited in your account three days after the payment processing date.

Payee Information

- Applications submitted to the Pepco Energy Savings for Business Program must match the EFT payee information that was supplied to us on your enrollment form.

Notification of Payments

- Once the final approval process is complete, an electronic notification from pepcoenergysavings@lmco.com will be sent to the email addresses listed on the project application.
- Citibank will later send an email advice notification from donotreply@citi.com. This notification will only be sent to the email address listed on this form.

Account changes or withdrawals from EFT

- To change any information previously submitted on the Electronic Payments Authorization Form, a new form must be completed. Changes in the bank account# and/or ABA # will require at least 10 days for processing.
- To withdraw from the program, a letter must be submitted to the Pepco Energy Savings for Business Program. Please allow 10 days processing time. An electronic confirmation of receipt and withdrawal will be sent to the enrollee.