



Business Bill Pay Made Easy

Top tips for timely payments

Getting Started

- Enroll in Business Bill Pay when you apply for Business Online Banking or by reaching out to the Online Banking Department.
- Add payees like utility companies, credit cards or service providers.
- Choose one-time or recurring payments - whatever fits your needs.

Scheduling Payments

- Select your payee and enter the payment amount and due date.
- Match account numbers directly from your bill to ensure proper payee setup.
- Setup reminders so you never miss a payment.

Timing & Delivery

- Check payments go through the regular mail and may take up to 5 business days depending on the payee.
- Electronic payments may take up to 2 business days depending on the payee.
- Look at the calendar on the online banking portal to show delivery times for check or electronic payments.
- Schedule early to ensure your payment arrives on time.

Recurring Payments

- Automate regular bills to save time and stay on track.
- Choose the frequency (e.g., weekly, monthly) and start/end dates.
- You can modify or cancel scheduled payments anytime.

Tracking & Confirmations

- Review scheduled and recent payments right in the app or online banking portal
- Receive emails when payments are sent or processed.
- Print or download payment history for your records.

Using your Cross County Savings Bank's Business Bill Pay tool puts control and convenience right at your fingertips. Whether it's a one-time payment or a recurring bill, the process is streamlined to save you time and give you peace of mind. And with everything tracked and confirmed in one place, managing your finances just got a whole lot easier.

