

NOTICE

Christmas Week Schedule & Processing Reminders for Cash Management Services

As we approach the holiday season, we want to extend our best wishes and share the holiday processing schedule. Please review the dates and cut off times below so you may plan accordingly and ensure successful processing of Positive Pay, ACH and Remote Deposit.

Positive Pay

- Tuesday, December 24 – Christmas Eve, closing at 3:00 PM. **Any exceptions will need to be decisioned.**
- Wednesday, December 25 – Closed for Christmas.

ACH

- Tuesday, December 24 – Christmas Eve, closing at 3:00 PM. **To ensure processing that day, please submit files before 2:00 PM.** The earliest effective date for files submitted today will be Thursday, December 26.
- Wednesday, December 25 – Closed for Christmas.

Remote Deposit

- Tuesday, December 24 – Christmas Eve, closing at 3:00 PM. **To ensure processing that day, please submit deposits before 2:00 PM.** Deposits processed this day will appear in accounts Thursday, December 26.
- Wednesday, December 25 – Closed for Christmas.

For additional assistance, please contact our Cash Management team at (559) 323-3399.

**Thank you for your business and Happy Holidays
from your Cash Management team!**

Community West Bank

(800) 298-1775 • communitywestbank.com

