



The Clay City
Banking Co

Where the home town banks.

**ONLINE
BANKING
USER'S
GUIDE**

**The Clay City Banking Company's
Online Banking User's Guide**

(Updated March 2005)

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STOP

Have you returned your signed “Receipt of Password” form to the Bank? This form **MUST** be returned to the Bank before you will be allowed access to Online Banking. If you have returned your signed receipt to the Bank, you must allow 1-2 days for your receipt to be processed and your accounts to be activated.

Logging On

Web Site Address: www.claycitybanking.com
or
www.florabanking.com
(directs you to Clay City Banking home page)

From the Bank’s home page, click on the Internet Banking “button” and click on “Log In” from the drop down menu or choose Internet Banking from the list and choose “Log In” from the drop down menu.

You will be taken directly to the Bank’s Online Banking sign on screen.

The first time you log in you will use your Social Security Number (SSN) or Tax Identification Number (TIN) if you are a business customer in the *User ID* field.

Note: The SSN used should be that of the first name listed on your accounts. For example, accounts owned by John Doe and Sally Doe with John’s name listed first will be accessed by using John Does’ SSN at the log in.

For security purposes all new customers will be prompted to create a User ID upon logging in for the first time. The User ID must be at least 6 characters long and contain one alpha and one number.

Upon signing in for the first time you will be required to use the 16 character password that was provided to you by the Bank in your Welcome letter. For purposes of reading the password, it will be given to you in 4 different groups separated by dashes. You may enter this password with or without the dashes. You will then be prompted to change your password to one of your own choosing. Your chosen password must meet the minimum requirements as set forth by the Bank and referenced in your Welcome letter.

The User ID created is NOT case sensitive; however, the password IS case sensitive and must be entered exactly how it was created and verified (upper case letter must be entered as upper case, lower case as lower case, etc.)

See the “Change Password” section of Online Banking for more security recommendations regarding password security and protection.

The Bank offers assistance with the recalling of your password should you forget what you used as a password. You will be asked to answer two security questions at log on and these questions

and answers will be stored for future use. These questions will assist the Bank in verifying your identity should you forget your password and request assistance in recalling this password.

To access this feature you must first enter your User ID and click on “Forget Your Password?” You will be prompted to enter answers to the security questions and if properly answered you will be allowed to enter a new password. If you are not successful in answering these questions correctly OR cannot recall your User ID, you will need to contact the Bank for a reset of your log in and password.

You are allowed three (3) attempts at entering the correct password. If not properly entered, your account will be locked after the third unsuccessful attempt and you will need to contact the Bank for a reset of your log in and/or password.

Account

List

This screen lists all of your accounts and the balances on such accounts. The **Available Balance** column displays the funds available for each account based on the Bank’s parameters. The **Balance** column displays the balances of the accounts at the last business day close (approximately 5-6 p.m. M-F).

The Current Payoff column on loan accounts displays the payoff amounts, and the Payoff column displays the payoff balance or amount due at the last business day close (approximately 5-6 p.m. M-F). I

If there are some of your accounts that you wish not to display on this screen, you can go into the *Selection* option under Accounts and select “Don’t View”.

If you wish to give any account a unique “nickname” for your benefit, you can go into the *Selection* option under Accounts and choose a “nickname” for the account. See the *Account – Selection* section for more detail.

- You can click on an account number under the **Account** field to see detailed information on that account. The information will be displayed on the Account Detail screen.
- You can click on a balance under the **Balance** and/or **Payoff** fields to jump to the Account History screen.
- The **Last Login** field displays at the top of the screen for you to determine the last time that a session was opened under your user login and password. Each time you exit a session, this information will be updated.

Detail

- Click on the down arrow button next to the account number box to get a “drop down” list of accounts to choose from.
- The fields that display will vary depending on the type of account that is selected.
- The information on this screen is for inquiry purposes only.

- If you do not want to be able to inquire on all of your accounts, you can go into the *Selection* menu option under Accounts and select “Don’t View”. See the *Account – Selection* section for more detail.

- The **Available Balance** for loans will display depending on what type of loan you are viewing and how the loan limits are set for that particular loan.

Transfer

- Click on the down arrow button in the **From Account** field to select the account which you want to transfer money FROM.
- Click on the down arrow button in the **To Account** field to select the account which you want to transfer money TO.
- Click on the down arrow button on the **Payment Type** field to select the type of payment. (Note: You will only have access to this field when transferring money to a Loan account.
- Enter the dollar amount you wish to transfer in the **Amount** field. If the Date Schedule for the transfer is the current date, you cannot transfer more money than the available balance of the From Account. You can setup a future dated transfer for greater than the current available balance.
- Enter the date the transfer will occur in the **Date Schedule** field. This field is used for one-time and recurring transfers. If today is a weekend or holiday, then the transfer will take effect on the next business day. If the account becomes invalid, such as Closed or Dormant, “*****” will display in this field. You will want to delete this transfer, since it is no longer valid.
- Click on the down arrow in the **Schedule** field to select the frequency that transfers are made. This field is used for one-time and recurring transfers.
- Enter the date the transfer will expire in the **Date Expire** field. This field is used for recurring transfers only. If **Date Expire** is a weekend or holiday, the transfer will occur on the next banking day and then the transfer will expire.
- Enter any transfer information in the Memo field; such as type or reason for transfer.
- Click on the **Submit** button to complete the transfer.
- By clicking on any date listed under the **Date Schedule** column in Recurring Transfers, the Account Transfer screen displays giving you to the option to Edit the transaction. You can change any or all of the fields and then click **Submit** to save the changes, **Delete** to delete the transfer or **Cancel** to exit without saving any changes that were made. You will only be allowed to change transfers scheduled for a future date. A transfer in a pending status cannot be edited. The Account Transfer Confirmation screen displays once you submit the edited transfer. This screen will display the revised transfer and will identify the changes by an *(asterisks) after the field description name. It is a good idea to print the Account Transfer Confirmation page for future use when inquiring in the transfer. The Confirmation Code can also be printed from **Services-Session Report**.

Notes:

- A list of transfers, including pending transactions, display on the bottom of the Account Transfer screen after a transfer has been accepted.
- Transfers can be deleted and edited if the scheduled date is not today’s date.
- If the **Schedule** is established to occur more than one time, the **Date Schedule** will advance automatically. For example, if Schedule is Monthly and Date Schedule is

the 26th, the transfer will occur on the 26th of each month. If the Schedule is Monthly and Date Schedule is the 31st, the transfer will occur at the end of each month.

- If transfer list displays “*****” in the *Date Schedule*, the transfer was created with an invalid account or the transfer has expired. In all conditions this transfer cannot be edited and the only options are to Delete this transfer or Cancel out of it.

History

How to View Account History – The balances display on the top of the Account History screen. History transactions are displayed from the most recent to the oldest. If you want to search for specific account history, click on the *Search History* link on the Account History screen and complete the fields as requested.

- The balances display on the top of the Account History screen. History transactions are displayed from the most recent to the oldest.
- Click on the down arrow button in the *Account* field to select an account. The last 30 days of DDA account history will display.
- If you want history for dates other than the defaulted 30 days to display, enter the appropriate Date in the “From” and “To” fields. The number of days you selected within your date range will be retained so that the next time you view history on this account this number of days of history will be used as the default for you to view.
- Click on *Submit* to display a new date ranger for your account.
- You can select a different account by clicking on the down arrow button from the Account field, and selecting another account. The date range will default to 30 days of history or whatever the last number of days of history you selected at the time you last accessed this account. A list of all account activity displays on the screen from ending date to beginning date.

Downloading Account History - History from checking and savings accounts can be downloaded for use or input into other programs. Complete the fields as requested to perform this process. Some history may not be available for download to certain programs.

Statement

- Click on the down arrow button in the *Account* field to select the account that you want to view a statement for.
- Click on the down arrow button in the *Statement Date* field to select the date of the last statement cycle that you want to view. Statements will be available for 365 days from the day they were built.
- Click on the *View Statement* button to view the statement. The statement will display in your internet browser window.
- Click on the *View Disclosure* button to view the back of the statement that includes reconciliation help as well as statement disclosure information. Both of these display together in the internet browser window.
- To print a copy of the back of the statement (disclosure), click *Print* from the browser window.
- To return to the Account Statement window, select *Close* from the File menu in the browser window.

Selection

All of your accounts will automatically display online. If you do not want an account displayed online, do the following:

- Click on the ***Don't View*** box next to the ***Account*** field to place a check mark in it.
- Click on the ***Submit*** button to save any changes made.

The names created for all of your accounts are the “technical” names given by the Bank for the type of account that you have. You can create or change the nicknames and titles on these accounts to better help you define the accounts that you are viewing online. You can create a nickname or title by doing the following:

- Highlight the information in the ***Nickname*** field and enter a new nickname or title.
- Click the ***Submit*** button to save any changes made.

Services

Change Information

- Most of the fields on this screen can be changed by highlighting the text and retyping it. The **Name** and **State** fields have a drop-down list, which is accessed by clicking on the down arrow button next to either of these two fields. Click on this button to see a list of available options. You cannot type in this field. You must select one of the available options.
- When entering a foreign address, the **City**, **State** and **Zip Code** fields should not be used. Instead, the **Foreign City/Country** field is used in conjunction with **Address Line One** and **Address Line Two** to create the foreign address.
- Use the **Comments** field to send additional information to the bank regarding change of address.
- The **User ID** field is used to set an alternate User ID that you can use when signing on to Internet Banking. This field is mandatory as you are required to sign in with something other than you TIN number. This field can be changed by entering in a User ID name of 6 to 40 positions. This field must contain at least 1 alpha and 1 numeric position. After the User ID is entered and submitted, it will display in **User ID** field. Note: The @ symbol is NOT allowed in this field.
- Click the **Submit** button to save the changed information. When the change is accepted, a confirmation message displays on the screen. When you click **Submit**, the information entered on this screen is sent to your bank as a bank mail message.

Change Password

- This option will change your current password.
- Enter your old password in the **Old Password** field.
- Enter your new password in the **New Password** field.
- Re-enter your new password in the **Confirm New Password** field.
- Select **Question 1** from the list and click on the desired question, if applicable.
- Enter your answer to the Question 1 in the **Answer 1** field.
- Select **Question 2** from the list and click on the desired question, if applicable.
- Enter your answer to the Question 2 in the **Answer 2** field.
- Click on the **Submit** button to change the password. The message, “Password Updated”, displays.

OR

Click the **Reset** button to undo your password changes. This will only work if you have not already clicked on the **Submit** button. When you click on the **Submit** button, it saves any password changes.

Notes:

- Asterisks appear when entering the password for added security so others cannot see what password you are typing.
- Your password must be at least six characters long and must contain at least four alpha and two numeric characters.

- Your password is case sensitive, which means the system is selective on how the letters are entered (lowercase, UPPERCASE or Initial Caps). If you enter BOB123 as

- your password, the system will only accept BOB123 as it was originally entered in all caps, not bob123, Bob123, etc.
- The questions and answers you have selected can be changed each time you change your password.
- You will not be able to select the same question in Question 1 and Question 2. Each question must be unique.

Password Security

Creating a password can be a challenge but knowing it can prevent someone from gaining access to your information is worth the time and effort to think of a secure password. The two areas to consider when creating a password are password secrecy and password length/composition.

Password Secrecy

It is important to protect your password. Never give your password to anyone, write the password down or allow someone to observe the entry of your password. You should always log off unattended computers that have been used to access on-line banking systems and invoke password protection over your screen savers.

Password Length and Composition

The appropriate password length and composition depends on the value or sensitivity of the data protected by the password and the ability of the user to maintain the password as a shared secret. Common identification items should not be used as passwords. Password composition standards that require numbers or symbols in the sequence of a password, in conjunction with both upper and lower case alphabetic characters, provide a stronger defense against password cracking programs. Selecting letters that do not create a common word but instead represent the first letter of each word in a favorite phrase, poem, or song (referred to as mnemonics) can create a memorable password that is difficult to crack.

Some suggested words that you DO NOT use for passwords are:

- User ID (Password and User ID are identical or similar)
- First Name
- Last Name
- Home Address
- City, State, Zip
- Social Security Number
- Telephone Number
- Account Numbers
- Date of Birth
- Avoid Using the same Password for login to multiple sites

Stop Payment

This screen allows internet banking customers to enter information online to initiate a stop payment on a check(s). Whether this feature is available is entirely at the Bank's discretion. If this feature is offered you would enter stop payment information as follows:

- Click on the down arrow button in the **Account** field and highlight the account on which to make a stop payment.
- Click on the down arrow button in the **Stop Type** field to select the type of stop payment.

Note: When the **Stop Type** field displays "Check" and there are no additional options, then only stop payment requests on checks should be entered. If you need to issue a stop payment on an ACH (Automatic withdrawal) please contact your bank for further instructions.

- Enter the check number of the check you are stopping payment on in the **Check Number** field. If you are stopping payment on more than one check, enter the first check number in the range of checks here and then enter the last check number in the range in the Ending **Check Number** field. This field only accepts numbers.
- Enter the amount of the check issued in the **Amount** field.
- Enter any comments or who was to receive payment in the **Comments/Payable To** field.
- Click on the down arrow button in the **Reason** field to select the reason you are stopping payment.
- Click on the **Submit** button to complete the stop payment. A list of stop payments display on the screen, including pending stop pays; or click the Reset button to undo any changes. This will only work if you have not already clicked on the Submit button. When you click on the **Submit** button, it saves any changes.

Order Checks

This feature allows internet banking customers to place check orders online. To complete an order use the following instructions:

- Click on the down arrow button in the **Account** field and highlight the account from which you want to order checks.
- Enter the check number of the first check in the **Starting Check Number** field.
- Enter how many boxes of checks you want to order in the **Number of Boxes** field.
- Click on the down arrow button in the **Design** field to select the design of the check.
- Click on the down arrow button in the **Style** field to select the style of check.
- In the **Comments** field indicate whether you want these checks mailed to you or if you will pick them up and at what location you will pick them up. You may also use this field for any additional order instructions.
- Click on the **Submit** button to order your checks. When the order has been accepted, a confirmation message displays on the screen. When you click **Submit**, the information entered on this screen is sent to your bank as an email message entitled.

Reminders

How to Set Up a Reminder

- Enter the date in the **Date** field that you want to be reminded of a special event, birthday, activity, etc. The reminder will be emailed to you the same day as the date entered here. The date can be entered without slashes “/” and can only contain numerals. For example; January 3rd of 2000 could be entered 010300.
- Enter the content of the reminder in the **Reminder** field.
- Select when you want the reminder to occur by clicking on the down arrow button in the **Schedule** field. This reminder can be set up so that it runs on a recurring basis.
- Click on the **Submit** button to build the reminder. When the reminder is accepted, a confirmation message displays on the screen. The reminder is displayed on a list with all the other outstanding reminders that you have built.

How to Remove a Reminder

When the reminder has been accepted and displays on the reminder list, do the following:

- Click on the date of the reminder you want to remove located under the **Date** column. The message, “Remove this reminder?” displays.
- Click **OK** to remove the reminder from the list. Click **Cancel** to leave the reminder on the list.

Bank Mail

How to Read a Mail Message

- From the Unread/Read Messages screen click on the subject of the message that you want to read. The View Message screen displays.

From the View Message screen you can also reply to or delete the message being viewed, or create an entirely new message.

You cannot change any of the information in the message. This screen is for reading messages only.

Once you read a message, it moves from the Unread Messages to the Read Messages.

How to Create a New Mail Message

- Click on the **New** button from the **UnRead/Read Messages** or **View Messages** screen. The New Message window displays.
- Enter the subject of the message in the **Subject** field.
- Enter the content of the message in the **Message** field.
- If this message is urgent, click on the **Urgent** box. When the message is sent, it will be marked ‘Urgent’ so the financial institution knows they should read it as soon as possible.

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- Click the **Mail** button to send the message to your financial institution. or Click the **Cancel** button to disregard the message and not send it.

How to Reply to a Mail Message

- From the View Message screen, click on the Reply button. The Reply Message screen displays.

- Type in your message in the **Message** field.
- If this message is urgent, click on the **Urgent** box. When the message is sent, it will be marked 'Urgent' so the financial institution knows they should read it as soon as possible.
- Click on the **Mail** button to reply to the message that was sent to you.

Or

Click the **Cancel** button to cancel the message.

How to Remove a Mail Message

- From the Unread/Read Messages screen, click on the box in front of the message you want to remove to place a check mark in it. The message will not be deleted unless it has a check mark in it.
- Click the **Delete** button.

Or

Click on a *unread/read message* and click the Delete button.

- The system will automatically delete your message. Be careful when deleting messages because you will not be prompted for a second chance.

Note: You can access your mail messages from any of the screens by clicking on the 'You Have Mail' icon when it is located at the top of any screen.

Session Report

How to Inquire on an Activity

- To inquire on an activity, click on the transaction date located under the **Date** field on the Session Report screen. The transaction Detail screen displays.

The Detail screen is for inquiry purposes only.

- Click on the **Back** button to return to the Session Report screen.

Note: When a transaction has been accepted, you receive a confirmation message and code on the screen. The Confirmation Code is stored on the Detail screen. It's a good idea to screen print this in case you need to inquire on that transaction in the future.

Alerts

This feature can be used to create an alert to yourself for certain conditions or features on your accounts. Alerts are processed at 2:30 AM CST.

How To Add An Alert

- Click on the down arrow button in the Module field and select the module you want to monitor.
If Account is selected: Accounts will allow you to monitor the end-of-day balances on DDA, Savings and Loan (Payoffs only) accounts; and when debit transactions of a certain amount hit DDA and Savings accounts. You can be notified when your account (DDA only) statements are available.

- Click on the down arrow button in the **Account** field and select the account that you want to monitor.
You can monitor the end-of-day balances on DDA, Savings and Loan (Payoffs only) accounts; and when debit transactions of a certain amount hit DDA and Savings accounts.
- Click on the down arrow button in the **Send Me An Alert** field to select the type of alert you will receive. The options will be different depending on what type of account you select.
- To the right of the **Send Me An Alert** field is a box, which works in conjunction with the **Send Me An Alert** field. Enter the amount that will prompt the system to send you an alert email message when your account reaches that amount. Note: You do not need to use this box when you are adding a statement alert.
- Click **Add** to add this to the Alert list. The message "Created Alert" displays.

If User is selected: Users will allow you to monitor when passwords are changed; when your login has been reset; when your login has exceeded the limit in attempt; and each time your login has been unsuccessful in signing on to the system.

- Click on the down arrow button in the **Send Me An Alert** field to select the type of alert you will receive. The options will be different depending on what type of module you select.
- Click **Add** to add this to the Alert list. The message "Created Alert" displays.

How to Change an Alert

- Select an alert from the **Alert** column on the screen.
- Change any information in the fields and click on the **Submit** button to save these changes. The message, "Updated Alert", displays on the screen, or click on the **Cancel** button to exit the screen without saving any changes.

How to Delete an Alert

- Select an alert from the **Alert** column on the screen.
- Click on the **Delete** button to remove this alert from the Alert column. The message, "Removed Alert", displays on the screen, or click on the **Cancel** button to exit this screen without saving any changes.

Savings Bonds

This option allows you to submit a savings bond request to the Bank. This request is sent through secured bank mail to the bank. Whether this feature is available is entirely at the Bank's discretion. If this feature is offered you would enter your savings bond order as follows:

- Click on the down arrow button in the **Account** field and highlight the account that will be charged for the amount of the bond.
- Enter the first, middle and last name of the owner or co-owner of the bond in the **First Name**, **Middle Name** and **Last Name** fields. Enter the social security number (or tax

identification number) of the owner or co-owner of the bond in the TIN field. If this is a gift bond, use the owner's name and social security number. If the owner's SSN is unavailable, use the purchaser's.

Note: The length of the **Full Name** field entered on a U.S. Savings Bond is limited to 28 characters, including spaces. We suggest for long names you use an initial for the **First** and **Middle Names**, or omit the **Middle Name** if possible. For example; J T SMITH.

- Enter the name of the person to whom the bond will be delivered in the **Mail to Name** field. Only fill in this field if this name is different than the name in the **First, Middle** and **Last Name** fields from step 2. This information displays on the bond, but does not establish any ownership rights.
- Enter the address where the bond is to be delivered in the **Address** (street address), **City**, **State** and **Zip** fields. The address displays on the bond. Select if this bond will have a co-owner or beneficiary by clicking on the down arrow button in the **Co-Owner** or **Beneficiary** field. Enter the co-owner or beneficiary's name in the **Name** field. If you name a co-owner, the bonds may be cashed by either co-owner. If you name a beneficiary, the bonds may not be cashed by the beneficiary during the lifetime of the owner. The name of the beneficiary can be eliminated without the beneficiary's consent.
- Under the EE Bonds and I Bonds headers you can select how many of each type of bond you want to order. When you enter a number in the **Quantity** field and press [Enter], the totals EE or I bond values display in the **Total** field, along with the **Issue Price** of the bond. The total EE and I bond values display in the **Total Purchase** field at the bottom of the screen.
- Click on the **Submit** button to order the bond(s). Once the order is completed, you will receive a confirmation message including the confirmation code ensuring that your order was accepted. It is a good idea to print the Savings Bond Confirmation page so you can use it later in case you need to inquire on the bond. The confirmation code can also be printed from the Session Report option under Services.
- When you click **Submit**, the information entered on this screen is sent to the Bank as a secured bank mail message. Click Back to return to the Savings Bond screen.

Series EE Bonds

Series EE savings bonds are sold at one half-face value (a \$100 bond costs \$50). The Series EE savings bond is a security that accrues interest until it is cashed or reaches final maturity in 30 years. The "double E" is the successor to the Series E bond (also an accrual bond) that was issued from May 1941 through June 1980. Series EE Bonds earn interest and grow in value as follows: Series EE savings bonds bought on or after May 1, 1997 will earn interest based on 5-year Treasury security yields right from the start. The new rate for EE bonds will be 90% of the average yields on 5-year Treasury securities for the preceding six months. EE bonds increase in value every month, and interest is compounded semiannually.

The maximum amount that a bondholder can purchase will vary based on the ownership of the bonds. If the ownership of the bonds is to a Single owner or Beneficiary, than the total bond purchase for EE bonds can be \$15,000.00. If the ownership is a Co Owner, then the maximum purchase can be \$30,000.00. The maximum purchase price is the same as the cost of the EE Bonds.

Series I Bonds

Series I savings bonds are sold at face value (a \$100 bond costs \$100) and grow with inflation indexed earnings for up to 30 years. Like Series EE savings bonds, Series I savings bonds are U.S. Treasury securities backed by the full faith and credit of the United States Government. I Bonds will usually increase in value every month, and interest is compounded semiannually. The I Bond earnings rate is set by a combination of two separate rates: a fixed rate of return and a semiannual inflation rate. Each May and November, the Treasury announces a fixed rate of return that applies to all I Bonds issued for the next six months. Also, every May and November, the Treasury determines a semiannual inflation rate based on changes in the Consumer Price Index for all Urban consumers (CPI-U). The semiannual inflation rate is then combined with the fixed rate of an I Bond to determine the bond's earnings rate for the next six months.

The maximum amount that a bondholder can purchase is \$30,000.00. The ownership can be Single, Co Owner or Beneficiary. The maximum purchase price, cost and face value of the bonds are all the same.

Official Checks

This feature is used to place an advance order for an Official Bank Check (Money Orders, Cashier's Checks). Whether this feature is available is entirely at the Bank's discretion. If this feature is offered you would enter your check order as follows:

- Click on the down arrow button in the **Account** field and highlight the account that will be charged for the amount of the official checks.
- Enter the name of the party that you want the check made out to in the **Payable To** field.
- Enter the amount of the check in the **Amount** field.
- Enter any information you would like to send to the bank in the **Instructions** field.

Note: You will need to indicate in the Instructions field how you would like to pick up the check and which location you will pick it up at. Your account will be charged for the amount of the check and any fees associated with the issuance of the check.

Click on the *Submit* button to order the checks. Once the order is completed, you will receive a confirmation message including the confirmation code ensuring that your order was accepted. It is a good idea to print the Official Checks Confirmation page so you can use it later in case you need to inquire on the checks. The confirmation code can also be printed from the Session Report option under Services.

Calculators

Loan Calculator

- Enter the amount of money you need to borrow in the ***Loan Amount*** field.
- Enter the interest rate on the ***Principal in the Interest Rate*** field. This field is a percentage and can be entered with decimals, if needed. For example, 5 ½ percent would be entered as 5.5.
- Enter the number of months you plan on taking to pay off the loan in the ***Number of Months*** field.

- If you want to display a schedule to see how much your estimated payments and interest will be every month, click on the **Show Schedule** field. If you do not show a schedule, then you will see just the summary of your loan.
- Click on the **Calculate** button to calculate your loan payment for each month.

Note: You can recalculate your loan payment as many times as you like by entering new information in the fields and then clicking on the Calculate button.

Summary Field Descriptions

Loan Amount: This is the amount of money you want to borrow.

Total Interest: This is the total amount of interest you will pay on the loan.

Total of Payments: This is the total amount of the loan including interest.

Payment Amount: This is the estimated amount you would pay per month on the loan.

Maturity Date: This is the date that the loan should be paid.

Schedule Field Descriptions

Payment No: This shows the number of the payments on the loan.

Mo/Year: This is the month and year of the payment listed.

Principal: This is the portion of your payment that is applied towards the original amount of the loan.

Interest: This is the portion of your payment that is applied towards the interest on the loan.

Balance: This shows what you still owe on the loan per month.

Total Interest Paid: This shows the total amount of interest paid to date.

Interest Paid YTD: This shows the total amount of interest that you would pay on the loan over a calendar year. This field calculates a separate yearly total of interest every 12 months. For example, if the loan is for 48 months, you will have four YTD totals.

Retirement Calculator

How to Calculate a Contribution to Your Retirement Plan and/or Distribution From Your Annuity

- Enter the starting amount of the retirement plan in the **Beginning Balance** field. This can be a rollover amount of the initial deposit.

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- Enter the projected amount you plan to contribute each year to the retirement plan in the **Annual Contribution** field.
- Enter the month, day and year you were born in the **Date of Birth** field. The date can be entered without slashes “/”. For example; January 2nd of 2000 would be entered as 010200. If the date entered is before 1950, then you must enter the four digit date. For example; January 2nd of 1950 would be entered 010250, but January 2nd of 1949 would be entered 01021949.
- Enter the age you plan on making the final contribution to the retirement plan in the Age at **Final Contribution** field.
- Enter the amount you plan on removing from the account per month after you have reached Age at **Final Contribution in the Future Withdrawal Amount (Monthly)** field.
- Enter your current tax bracket in the **Tax Bracket Rate** field. This field is a percentage

and can be entered with decimals, if needed. For example, 5 ½ percent would be entered as 5.5.

- Enter the projected interest rate to be applied to the account while contributions are being made in the Estimated Earnings Rate of the **IRA** field. This field is a percentage and can be entered with decimals, if needed. For example, 5 ½ percent would be entered as 5.5.
- Enter the projected interest rate to be applied to the account during the distribution period in the **Estimated Earnings Rate of the Annuity** field. This field is a percentage and can be entered with decimals, if needed. For example, 5 ½ percent would be entered as 5.5.
- If you want to display a schedule of your retirement plan, click on the **Show Schedule** field. If you do not show a schedule, then you will see just the summary of your retirement plan.
- Click on the *Calculate* button to calculate your retirement plan.

Note: You can recalculate your retirement plan as many times as you like by entering new information in the fields and then clicking on the Calculate button.

Summary Field Descriptions

Balance at Retirement: This shows the total value of the annual contributions plus earnings.

Net Cost: This shows how much you will pay into the retirement plan less Tax Savings.

Tax Deferred Interest Income: This shows the Interest Earned on Tax Savings.

Annuity Amount: This shows the same amount as Balance at Retirement.

Final Distribution Age: This shows your age when the final distribution is made from the retirement plan.

Schedule Field Descriptions

Year: This shows the calculated year.

Age: This shows your age on your birthday in the given year.

Annualized Dep/Dist: This shows the amount that you are contributing to the plan each year (Contribution area) and the amount that will be distributed to you per year once you have reached the required distribution age (Distribution Area).

Rate: This shows the same value as the Expected IRA Rate for an IRA and the same value as the Expected Annuity Rate for an annuity.

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Tax Savings: This shows the calculated amount of Tax Savings because your contributions are not taxable income until they are distributed from the account.

Deferral Balance: This shows the calculated accumulation of the Tax Savings with the Expected IRA Rate applied on an IRA Earnings Term frequency.

Cumulative Net Cost: This shows the Net Cost of the contribution: Annual Cost less Tax Savings.

Year End Balance: This shows the estimated value of the plan at the end of the year. For IRA it is the previous year's balance plus contributions plus interest. For the annuity it is the previous year's balance minus any distributions plus interest paid.

Distribution: After you have reached the required age of distribution, you can start

withdrawing from your retirement plan. The distribution amount is estimated using a single life expectancy with one year Reduction Method.

Savings Calculator

- Enter the amount of money you are starting with in the **Opening Balance** field.
- Enter how much money will be deposited to savings each month in the **Monthly Deposit** field.

If you select **Ending Balance**, enter the amount of money you want to save. For example, if you enter '1000' in this field, then the calculator will calculate how many deposits you will need to make to reach \$1,000.

If you select **Number of Months**, enter how many months you are going to save. For example, if you enter 12, then the calculator will figure how much money you will save in one year.

- In the **Annual Interest** field, enter the amount of interest that will accrue on the balance per month. This field is a percentage and can be entered with decimals, if needed. For example, 5 ½ percent would be entered as 5.5.
- If you want to display a schedule to see how long it will take for you to save enough money, click on the **Show Schedule** field. If you do not show a schedule, then you will see just the summary of your savings plan.
- Click on the **Calculate** button to calculate your savings for each month.

Note: You can recalculate your savings payments as many times as you like by entering new information in the fields and then clicking on the Calculate button.

Summary Field Descriptions

Principal: This is the total amount of money you deposited.

Interest Earned: This is the total amount of interest that was earned on this savings plan.

Total: This is the principal plus total interest earned.

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Last Deposit: This is the date of the last deposit to be made in order to reach the Ending Balance amount.

Number of Deposits: This is the total number of monthly deposits you will need to make before you reach your savings amount.

Schedule Field Descriptions

Deposit No: This is the number of the monthly deposit.

Mo/Year: This is the month and year of the deposit listed.

Interest: This is the amount of interest earned per month.

Balance: This is the amount you have saved each month, including earned interest.

Interest Earned: This is a running total of the interest earned each month.

Interest Paid YTD: This is the total amount of interest you earned on this savings plan per year.

Bond Calculator

- Select what type of bond this is from the *Series* field.
- Select the face value of the bond in the *Denomination* field.
- Select the month and enter the year that the bond was issued in the *Date Issued* fields. You must enter all four digits (e.g. 1944) in the year field.
- Click on the *Calculate* button to calculate the value of the bond. You can recalculate bond redemption value as many times as you like by entering new information in the fields and then clicking on the *Calculate* button. You can clear all bonds from the screen and start over by clicking on the Clear button.

You can delete a bond by clicking on the box next to the bond (to the left of the *Series* column), and then clicking on the *Delete* button. Only that bond is deleted from the list.

Summary Field Descriptions

Series: This is the type of bond. Valid options are E (bonds up to and including December 1979), EE (bonds dated January 1980 or later), I or S (May 1967 to October 1970).

Denomination: This is the face value of the bond.

Issue: This is the date the bond was issued. This is in month and year format (1/1944).

Value: This is the cash value of the bond.

Interest: This is the interest that has accumulated on the bond.

Total Value: This is the total cash value of all the bonds.

Total Interest: This is the total interest that has accumulated on all the bonds.