

Policies and Procedures

Payout Services

1. The account is activated after the application and \$25 set-up fee is received.
2. Sign on to our secure server <https://www.webmasterchecks.com/login.html> using the username and password assigned.
3. Upload your payment file to your assigned folder. *Accepted file formats: Comma Delimited (*.csv), Excel Spreadsheet (*.xls), and Quick Books Report or other software report (*.txt)*
4. Payouts of Check, PayPal, ACH, wire transfers, and ePassporte will be calculated into one "load total."
5. A "load total available" email will be sent to the email provided by the client.
6. Clients must follow the **time table** from page 2 "*Payout Preferences*" for payments to be made on-time
7. Webmaster Checks will work closely with clients to ensure proper timing of funding sent and payments being sent.
8. Webmaster Checks will send a confirmation email when the correct load has been received and the payout services have been sent successfully.
9. Monthly statements will be sent to show checks cashed, wire transfers made, ePassporte payments, PayPal payments, ACH payments
10. Any remaining can be refunded to the client by check, or can be carried over for the next payout. This decision can be made by the owner/principal or contact name provided.

Returned Payments Policies

1. The client will be contacted immediately to get new and correct information
2. Client will need to pay for new postage, and a service charge.
3. Webmaster Checks will not be held responsible for late payments due to postal returns, incorrect Paypal or ePassporte information, or incorrect bank account numbers and/or routing numbers.

Miscellaneous Policies

- The client must send the correct calculated load **before** payout process may begin.
- When you are sending money to our PayPal account you must select "Service" as a reason for the payment.