

Lockbox Schedule of Charges

Effective January 1, 2021

LOCKBOX PROCESSING SERVICES

Lockbox Client Setup Fee	\$100
Maintenance Fee	\$100/month
Online Web Access	\$25/month
Online Web Access with Exception Decisioning	\$75/month
Daily Data Transmission	\$100/month
Hot/Stop File and Positive File in Standard File Format	\$50/month
Hot/Stop File and Positive File in Non-Standard File Format	\$5/record
Programming Fee	\$85/hour
Post Office Box Rental	At cost
Courier	Varies
Document Storage	\$25/month
Certified/Overnight Mail (return paperwork, etc.)	Cost plus \$5/envelope
ProPay	\$25/month

LOCKBOX PER ITEM CHARGES

Scanline Singles or Multiples	\$0.25
Check and List	\$0.65
Checks Only	\$0.65
No Scanline Singles or Multiples	\$0.65
Rejected Items	
Sorter Rejects	\$0.40
Manual Rejects	\$0.65
ACH Receiving	\$0.25
ProPay	\$0.75
ProPay ACH Return	\$10
ProPay Credit Card Chargeback	\$15
Exception Item Client Communication	\$1
Bank Look up of Rejected Items	\$1
Use of Non-Standard Envelopes	\$1/envelope
Foreign Item Processing	\$5
Incoming Cert/Express Mail	\$5
Forward Correspondence Received	\$0.50/document

INSTAPOSIT (LOCKBOX REMOTE CAPTURE)

Implementation Fee	\$175
Maintenance Fee	\$60/month
Instapost Processing Fee	\$0.45/item
Instapost Deposit Processing Fee	\$0.15/item
Single-Feed Scanner Lease Fee (monthly/scanner – 12 month purchase period)	\$50
Multi-Feed Scanner Lease Fee (monthly/scanner – 12 month purchase period)	\$75
Scanner Purchase Fee	Varies

PROPERTY MANAGEMENT CLIENTS # OF ASSOCIATIONS MONTHLY LOCKBOX FEE

From	To	\$ Amount per Association
0	25	\$38.50
26	50	\$36.00
51	100	\$33.00
101	200	\$30.00
201	and over	\$27.50