



With a designated post office box, Community First Bank will collect, process, and post mail payments for you- improving your business efficiency and cash flow.

Locations

Kennewick Branch
6401 W Clearwater Ave
Kennewick, WA 99336
509-783-3435

Richland Branch
1060 Jadwin Ave
Richland, WA 99352
509-222-2250

Pasco Branch
4720 Broadmoor Blvd
Pasco, WA 99301
509-735-5020

Connell Branch
Po Box E
630 South Columbia
Connell, WA 99326
509-234-2265



Your Community Bank

How lockbox can work for you

Elimination of paperwork- all documents are archived on the bank's servers and original information is kept for 60 days. Images of the deposited checks and other payments are available for your company to view, print or download.

More timely access to deposited funds- deposits received at your lockbox are deposited and accessible the same day.

Cost efficiency- bank personnel handle all payment processing and deposits. Therefore, you do not have to commit valuable staff time to this duty.

Added security- lockboxes are designed to have limited access, with Community First Bank and the post office having records of who accesses your Lockbox systems.



Lockbox Services
509.783.0955 ph
509.783.4745 fax
lockbox@community1st.com

Lockbox Services

www.community1st.com

MEMBER
FDIC



AT COMMUNITY FIRST BANK WE UNDERSTAND THAT OUR CLIENTS VALUE CONVENIENCE AND EFFICIENCY IN THEIR DAY-TO-DAY BUSINESS PRACTICES.

Through the lockbox service here at Community First Bank we collect, open and process customer payments owed to you, our client. You will benefit from more efficient use of staff time, expedited access to deposits and reduced costs associated with administrative tasks. Community First Bank's Lockbox service allows you to do what you do best-focus on your business.



Customized Lockbox Services

Community First Bank can customize Lockbox services to for your needs. The service may include but is not limited to:

- Opening and sorting incoming mail
- Encoding and endorsing check payments
- Creating 4 files to better organize the information for your accounts payable department:
 1. Patient Payments and Stubs
 2. Checks Only
 3. Explanation of Benefits (EOB's) and Checks
 4. Correspondence
- Posting of daily deposit summaries through online banking. This summary includes the customer's name and their payment amount.
- Scanning of documents front and back for you to access online.
- Safe keeping of original documents for 60 days.

We have experience working with third party payment processing companies.

Why Community First Bank?

Community First Bank was organized in 1997 on a very sound foundation focused on providing personalized service for members of our community. Our Board of Directors, Founders, and many of our Shareholders are local business people who appreciate and support the level of service and attention we offer.

At Community First Bank we offer Lockbox to streamline daily office tasks. We help make the day more efficient by not needing to spend valued employee time opening envelopes, sorting mail, and completing deposit tickets.

Community First Bank is willing and able to customize the Lockbox solution to meet each client's specific demand. Through educated staff members and state of the art equipment, information can be summarized and received anywhere in the World.