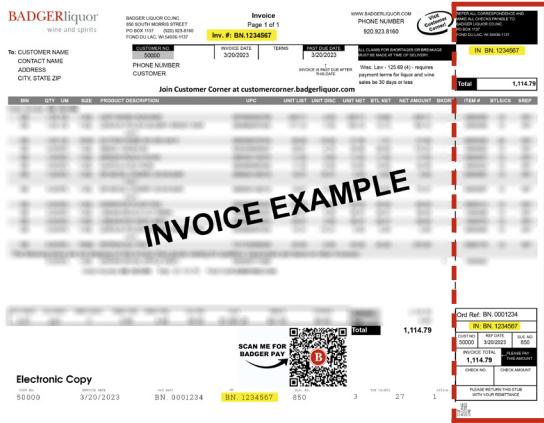


Badger Liquor Check Payment Guidelines

To provide you with the best possible service, and to ensure your payments are processed in a timely and efficient manner, your check payments must include **all relevant remittance information**. Failure to do so may result in delayed processing of your payment.

- Invoice numbers for each Invoice being paid
Invoice numbers can be found in several places on each invoice. See highlighted areas below.
- Dollar amounts to apply to each Invoice being paid
- Any additional remittance advice (i.e. credit memos being applied)



The final page of your invoice includes a section on the far right that must be detached and included with your payment.

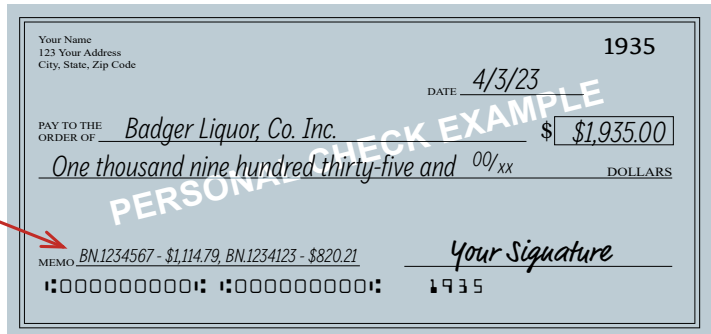
Corporate Checks with Remittance Advice

Remittance Advice should include all invoice numbers and individual dollar amounts being paid including any credit memos being taken.

Invoice Number	Invoice Date	Gross Amount	Discount Amount	Net Amount		
BN.1234123	03/07/2023	\$839.56	\$0.00	\$839.56		
BN.1234567	03/20/2023	\$1,114.79	\$0.00	\$1,114.79		
BN.0012345	03/14/2023	-\$19.35	\$0.00	-\$19.35		
		Total Gross Amount	Total Disc.	Total Paid		
		1935850	04/03/2023	\$1,935.00	\$0.00	\$1,935.00

Personal & Business Checks

Checks without Remittance Advice should include all invoice numbers and individual dollar amounts being paid noted on the memo line.
If there is not enough room on the memo line, include a separate note with all of the information (such as the remittance section of the invoice shown above).



Looking to simplify the process further? See the reverse side of this letter for Badger Liquor's FREE electronic payment options.

Badger Liquor's Free Electronic Payment Portals

Choose the one best for your business:

Badger Pay

Free, Instant & Secure, powered by BMO Harris • One Time Payments or Automatic Payments

Click the Badger Pay link on our website: www.badgerliquor.com or go to: <https://secure.directbiller.com/db-payer-ui/#/login>

- Set Up Tips:
 - Account Nickname can be whatever you would like
 - The Account ID and Pin # is your Customer Number
 - Once you are in the personal information, create a password
 - Username is always your Customer Number
 - The password requires an uppercase, a lowercase, and a number (NO SYMBOLS)
- After you enter in your checking account info and your registration is complete, **you will need to LOG IN AGAIN to create the Automatic Payment Plan***
- Once you are in the Dashboard, scroll down and select Automatic Payments
 - Days before is how many days before the Invoice Due date to you want it to pay – Zero days is on the due date
 - Do not automatically pay any bill over – is only if you want to set a limit like \$5K, etc. (keep in mind any invoices over that amount set will not be paid).
- Authorize the payment plan and you will be good to go

Sign up for
Badger Pay here!



**When using Badger Pay, if you'd like to set up an Automatic Payment Plan, you will need an invoice on the books before you can register and create that plan.*

Fintech

Free, with less than 10 accounts • Automatic Payments

Here is the link to sign-up: <https://go.fintech.com/BadgerLiquorCoInc>

Sign up for
Fintech here!



If you have any questions, please don't hesitate to ask your Sales Rep, Delivery Driver, or call 800.242.9708. We'll be happy to help.