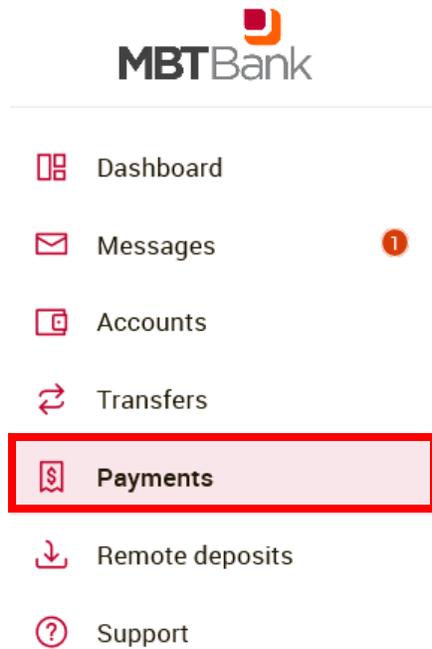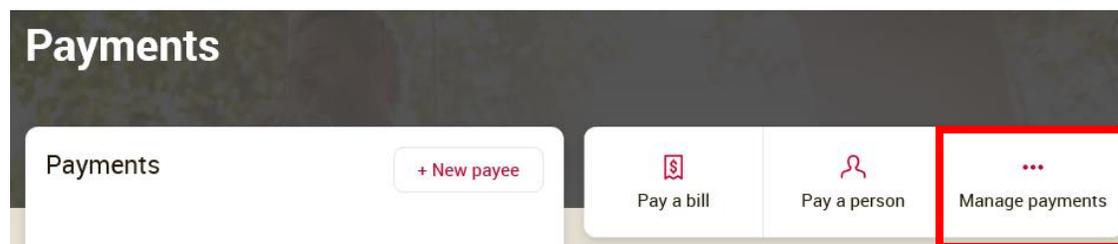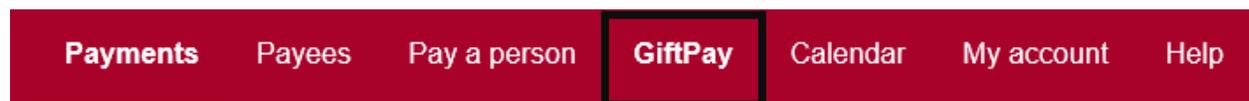# GiftPay from MBT Bank

Log into Online Banking (GiftPay is not currently supported in the MBT2Go app)
Click on *Payments*

Select *Manage Payments*

Click on the GiftPay tab at the top

Click on +Recipient

GiftPay

+ Recipient

You will be prompted to answer a security question.

Choose *Gift Check*
Gift Checks cost $2.99 to send

Add recipient

What kind of GiftPay are you sending?

Gift checks

If you're the gift-giving type, make it easy for you and special for them. Send a gift check with a personalized message designed for birthdays, new babies, weddings, graduations, anniversaries, or just because for only $2.99.

Donations

Show you care by giving a gift that doesn't end. Send a donation to your favorite charity or organization in honor or memory of someone special for only $1.99. You can send a personalized message about your donation using up to 4 email addresses and receive a copy for tax purposes. If you wish to send a standard donation without these features, click here to add your charity and schedule as a payment at no additional cost.

I would like to send a

- ⦿ **Gift check**
- ○ **Donation**

Back   Next

Add the recipient's Name and Address
Click *Next*

Add recipient

Tell us about your gift recipient

* Required field

First name *

Strawberry

Middle name

Last name *

Shortcake

Payee address *

P.O. Box 450   ×

Payee city *

Forest City

Payee state *

IA

Payee zip code *

50436   -

Back   Next

Review the recipient information and if everything is correct, click *Submit*

Add recipient

Review your gift recipient

First name	Strawberry
Middle name	
Last name	Shortcake
Payee address	P.O. Box 450
Payee city	Forest City
Payee state	IA
Payee zip code	50436 -

Edit   Submit

Now that your recipient was successfully added, click *Return to GiftPay* to send the gift check.

Add recipient

✔ **Gift recipient added**

First name	Strawberry
Middle name (optional)	
Last name	Shortcake
Payee address	P.O. Box 450
Payee city	Forest City
Payee state	IA
Payee zip code	50436 -

[Return to GiftPay]

Send gift

GiftPay

[+ Recipient]

[Display ▾]

Strawberry Shortcake
[Gift check] [New]

Last sent: N/A
Gift amount: N/A

[Send gift]

Send gift check

* Required field

To	**Strawberry Shortcake** [Gift check]
From *	PERSCKG .. ▊ ▾
Amount *	$ 10.00
GiftPay fee	$ 2.99
Date *	10/15/2020 📅 Process date 10/08/2020
Please select the occasion *	Holiday ▾

Back   **Next**

Choose the Deliver by Date

10/15/2020

Payment cutoff time: 3:00 PM ET

◄ October 2020   November 2020 ►

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14
11	12	13	14	**15**	16	17	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28	29	30	31	29	30					

Process date: 10/08/2020   **Deliver by:** 10/15/2020
(Est. date payee will receive payment)

Close
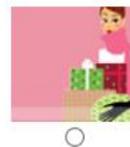
Chose the occasion

Holiday
Birthday
Baby
Just Because
Graduation
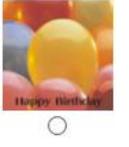Wedding
Custom

Here are the images for each occasion:

Baby
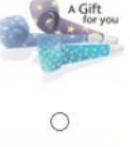
Select gift check design
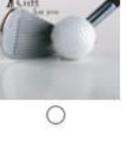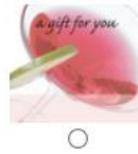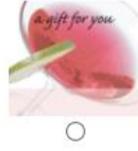

Just Because

Select gift check design

Graduation

Select gift check design

Wedding
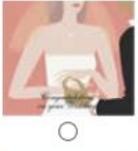
Select gift check design

Write a personalized message for the receipt.
Click *Next*

Send gift check

Create your message

* Required field

Custom occasion *	
	(max 30 characters)
Opening message *	
Personalized message *	
	(Maximum characters: 300) You have 300 characters left.
Closing message *	

Back   Next

Example:

Send gift check

Create your message

* Required field

Custom occasion *	Congratulations
	(max 30 characters)
Opening message *	Congratulations on your promotion.
Personalized message *	Congratulations Strawberry on your promotion! We are berry proud of you and everything you have accomplished!
	(Maximum characters: 300) You have 188 characters left.
Closing message *	Love - Your MBT Bank Family

Back   Next

Click *Submit*

Send gift check

Review your gift check

Sample check

Message printed above the check

Custom occasion	Congratulations
Message	Congratulations on your promotion.
	Congratulations Strawberry on your promotion! We are berry proud of you and everything you have accomplished!
	Love - Your MBT Bank Family, Amanda Cink

Gift check information

To	Strawberry Shortcake
Amount	$ 10.00
GiftPay fee	$ 2.99
Process date	10/8/2020
Deliver by	10/15/2020
Memo	

(Maximum characters: 25) Memos will appear at the bottom of your check.

Return address	

Forest City, IA 504361341

Send gift check

✔ **Gift check scheduled**

Gift check confirmation

[🖶 Print]

Sample check

Message printed above the check

Message

Congratulations on your promotion.

Congratulations Strawberry on your promotion! We are berry proud of you and everything you have accomplished!

Love - Your MBT Bank Family,
Amanda Cink

Actual Example we received

200000001

A Gift
for you

Gift Check

Congratulations on your promotion.,
Congratulations Strawberry on your promotion! We are berry proud of you and everything
you have accomplished!
Love - Your MBT Bank Family

TEAR ALONG PERFORATION   Congratulations

Manufacturers Bank & Trust Company
Forest City, IA
641-585-4514

DATE   200000001
10/08/2020

AMOUNT
10.00

Forest City, IA 504361341

Ten and 00/100 Dollars

Strawberry Shortcake

Pay to the   P.O. Box 450
Order of
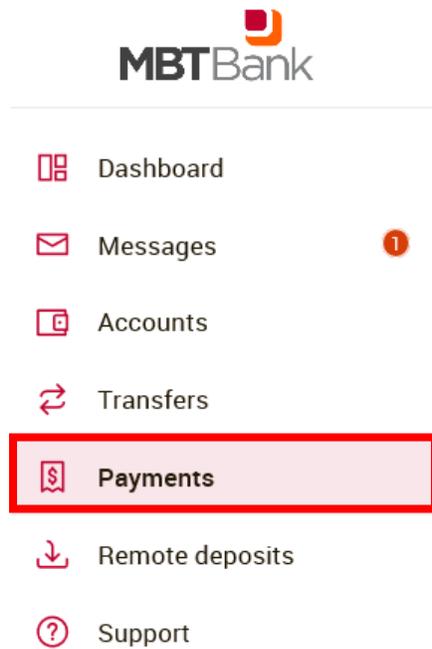   Forest City IA 50436

SIGNATURE ON FILE

Account holder has pre-approved this check

VOID AFTER 90 DAYS

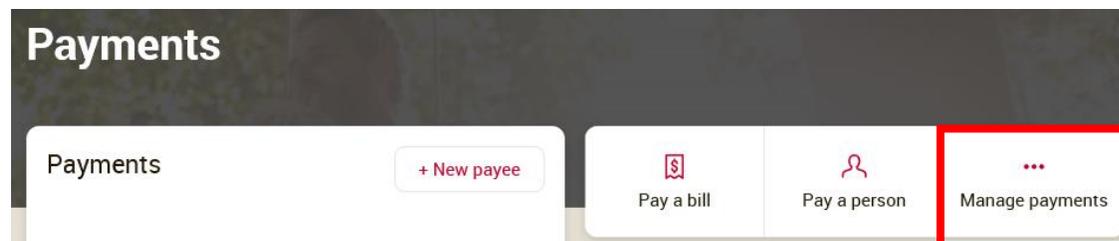⑈073922021⑈ 0000000239089⑆ 200000001

Sending a Donation check

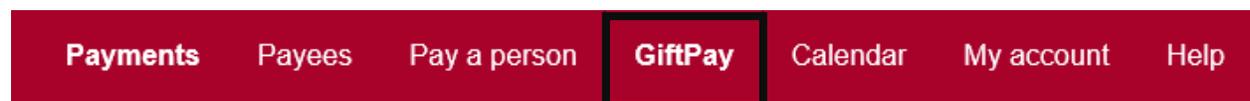Log into Online Banking (GiftPay is not currently supported in the MBT2Go app)
Click on *Payments*

Select Manage Payments

Click on the GiftPay tab at the top

Click on *+Recipient*

GiftPay

+ Recipient

You will be prompted to answer a security question.

Choose *Donation*
Donations cost $1.99

Add recipient

What kind of GiftPay are you sending?

Gift checks

If you're the gift-giving type, make it easy for you and special for them. Send a gift check with a personalized message designed for birthdays, new babies, weddings, graduations, anniversaries, or just because for only $2.99.

Donations

Show you care by giving a gift that doesn't end. Send a donation to your favorite charity or organization in honor or memory of someone special for only $1.99. You can send a personalized message about your donation using up to 4 email addresses and receive a copy for tax purposes. If you wish to send a standard donation without these features, click here to add your charity and schedule as a payment at no additional cost.

I would like to send a

○ **Gift check**
◉ **Donation**

Back   Next

Add the Charity name and Address
Next

Add charity

Tell us about your charity

* Required field

Charity name *	Relay for Life
Payee address *	PO Box 450
Payee city *	Forest City
Payee state *	IA ⌄
Payee zip code *	50436 -

Back   Next

Review information and click Submit

Click Return to GiftPay to submit the donation

Add charity

✔ **Charity added**

Charity name	Relay for Life
Payee address	PO Box 450
Payee city	Forest City
Payee state	IA
Payee zip code	50436 -

Return to GiftPay

Click Send Donation

Choose *the account the funds are coming from, the dollar amount, and deliver by date.*

Option to send a recognition of someone "In honor of" or "In Memory of"

Option to request an acknowledgement of my donation and to crate a personalized email to someone to notify them regarding my donation.

Click Next

Send donation

* Required field

To	Relay for Life [Donation check]
From *	PERSCKG . ▮▮▮▮▮▮▮ ⌄
Amount *	$ 0.00
GiftPay fee	$1.99
Date *	10/16/2020 📅 Process date 10/09/2020
Send in recognition of someone? *	No ⌄
Request an acknowledgement of my donation? *	● Yes ○ No
Create a personalized email to someone to notify them regarding my donation? *	● Yes ○ No

Back   Next

If chosen, *complete the Acknowledgement request*

Send donation

Acknowledgement request

* Required field

First name *	John
Last name *	Doe
Address *	245 East J Street
City *	Forest City
State *	IA ⌄
Payee zip code *	50436 -

If chosen, *complete the Personalized email*

Send donation

Personalized email

* Required field

Recipient email *	▐▐▐▐▐▐▐▐
Email	
Email	
Email	
Options	☑ Disclose donation amount
	☑ Send me a copy
Email opening *	Donation
Message *	Good luck fundraising this year.

(Maximum characters: 300) You have 267 characters left.

Email closing *	- John Doe ×

Click *Next*

Send donation

Review your donation

Personalized email

To	████████████
Subject	Donation from Amanda Cink
Message	A donation has been made to the Relay for Life in the amount of $5.00
	Donation
	Good luck fundraising this year.
	- John Doe,
	Amanda Cink

Requested acknowledgement

To address	John Doe
	245 East J Street
	Forest City , IA 50436

Donation check information

To	Relay for Life
Amount	$5.00
GiftPay fee	$ 1.99
Process date	10/9/2020
Deliver by	10/16/2020
Memo	
	(Maximum characters: 25) Memos appear at the bottom of your check.
Return address	████████
	Forest City, IA 504361341

Back   Submit

Click *Submit*

Email to the Receiver

To:

Subject: Donation from Amanda Cink

MBT BANK - SECURITY NOTICE: This is an email from an

DONATION in the amount of $10.00

Relay for LIfe

Good luck this year with your fundraiser.

Great job team!
Amanda Cink

Regards,

GoPay Customer Service
Manufacturers Bank & Trust Company