KeyBank

Variable Maturity
Time Deposit Account
User Guide

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1. Introduction

1.1 Overview

Thank you for choosing the Variable Maturity Time Deposit (VMTD), Key's variable maturity deposit solution.

The VMTD product was created in 2016 in response to Basel III regulation. The product is an open term time deposit with an additional option to define the maturity to a 31-day term at any time. This maturity option is exercised by providing Key a withdrawal request via KeyNavigator^{SM}.

1.2 Important KeyBank Policy Information

KeyBank reserves the right to change interest rates at any time. Early withdrawals are not permitted on this account. KeyBank is member FDIC.

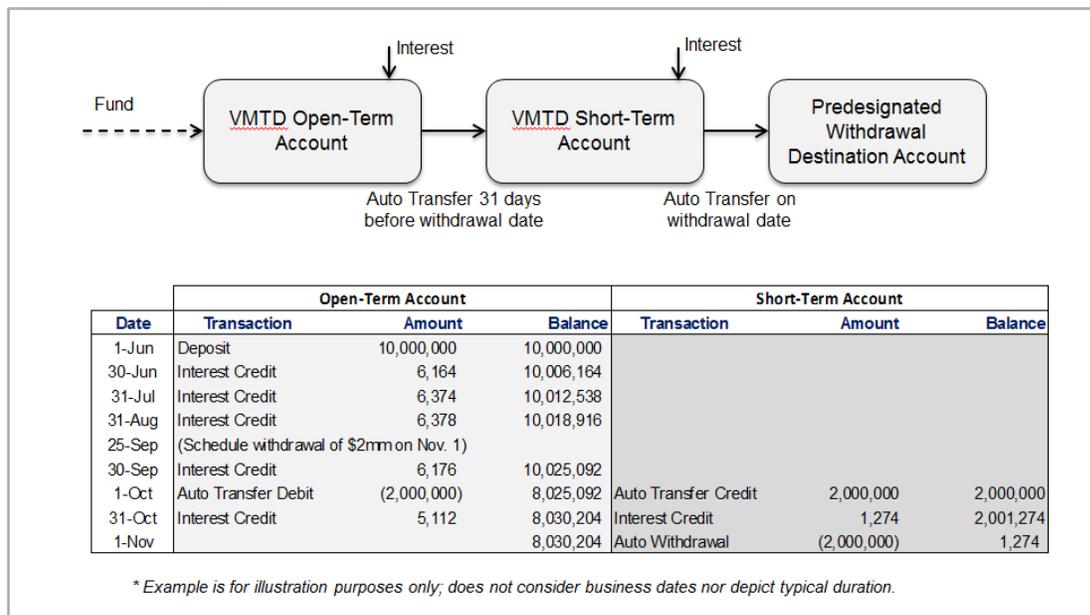# 2. How it Works

2.1 Account Structure

VMTD consists of three accounts:
- **Open-Term Account** Deposits go into this account, where they remain until 31 days before a maturity (withdrawal) date, at which point the maturity amount is automatically transferred to;
- **Short-Term Account** Contains funds awaiting a maturity within 31 days, at which point the maturity amount is automatically transferred to the predesignated withdrawal destination account;
- **Preferred DDA** At the end of the 31-day period in the short-term account, funds are automatically transferred to the DDA (Key account) designated at setup.

2.2 Process

- You fund the account by Wire, ACH Credit, Book Transfer or Deposit.
- Interest is paid to the deposit accounts at the end of each month.
- You leave funds on deposit indefinitely.
- You use KeyNavigator to schedule future withdrawals by setting dates and dollar amounts (or balance + interest).
- **Note**: On the withdrawal date from the Short-Term Account, funds are automatically transferred to the DDA (Key account) you designated at account

setup. The funds withdrawn are available in the DDA to settle debits on the withdrawn date, but are not available for wire for book transfer until the following business day.

	Open-Term Account			Short-Term Account		
Date	Transaction	Amount	Balance	Transaction	Amount	Balance
1-Jun	Deposit	10,000,000	10,000,000			
30-Jun	Interest Credit	6,164	10,006,164			
31-Jul	Interest Credit	6,374	10,012,538			
31-Aug	Interest Credit	6,378	10,018,916			
25-Sep	(Schedule withdrawal of $2mm on Nov. 1)					
30-Sep	Interest Credit	6,176	10,025,092			
1-Oct	Auto Transfer Debit	(2,000,000)	8,025,092	Auto Transfer Credit	2,000,000	2,000,000
31-Oct	Interest Credit	5,112	8,030,204	Interest Credit	1,274	2,001,274
1-Nov			8,030,204	Auto Withdrawal	(2,000,000)	1,274

Example is for illustration purposes only; does not consider business dates nor depict typical duration.

2.3   KeyNavigator Access

When you first establish your VMTD account, you are granted KeyNavigator access.

The KeyNavigator VMTD page displays:
- Pending maturities (withdrawal dates & amounts)
- Available balance for new maturities
- Scheduling of new maturities

Previous day reporting, including transactions and balances, is not included, but is an option available in the Information Reporting module. Please contact your Payments Advisor if you're interested in learning more about Previous Day Reporting.
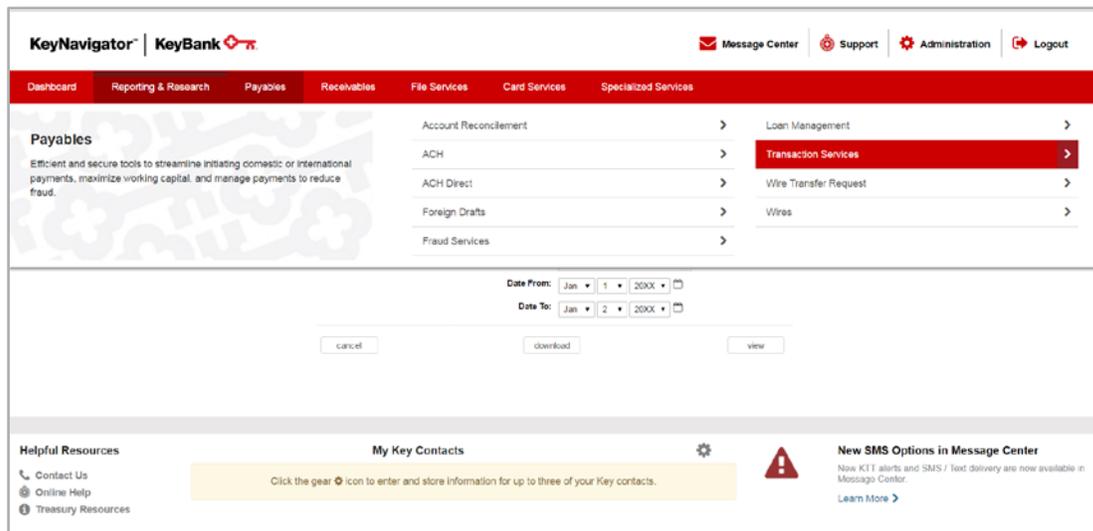
2.4 Maturity

Please note, maturities can only be scheduled in KeyNavigator. In KeyNavigator, you will enter:
- Amount of the withdrawal: partial balance or full balance plus interest
- Date of the withdrawal: Business date that is a 31-365 calendar days in the future
- Maximum of three (3) pending maturities at any time.
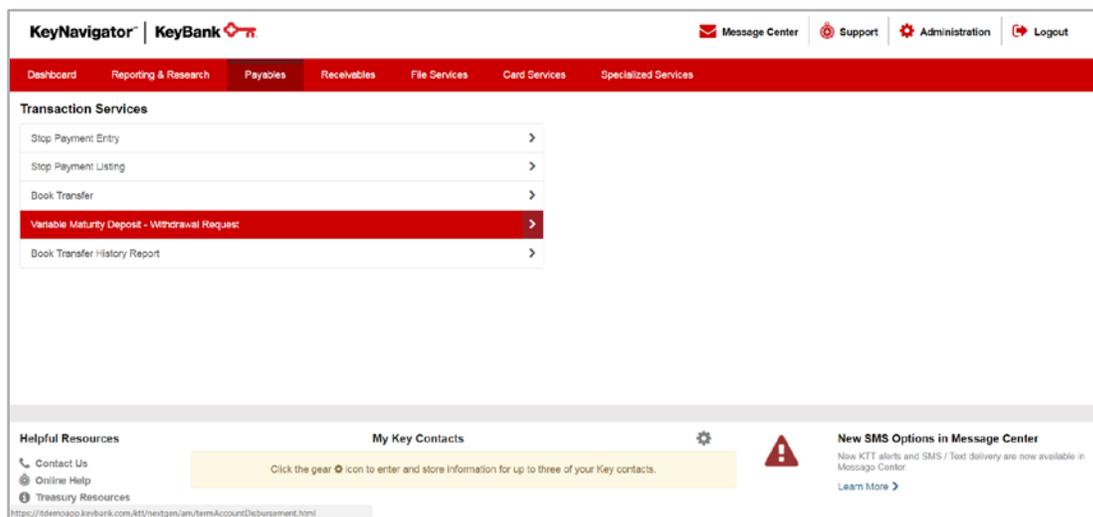- Maturities cannot be changed or cancelled.

2.5 Overview Tour

Log-in to KeyNavigator and follow the steps below to schedule a withdraw from the Open-Term Account.
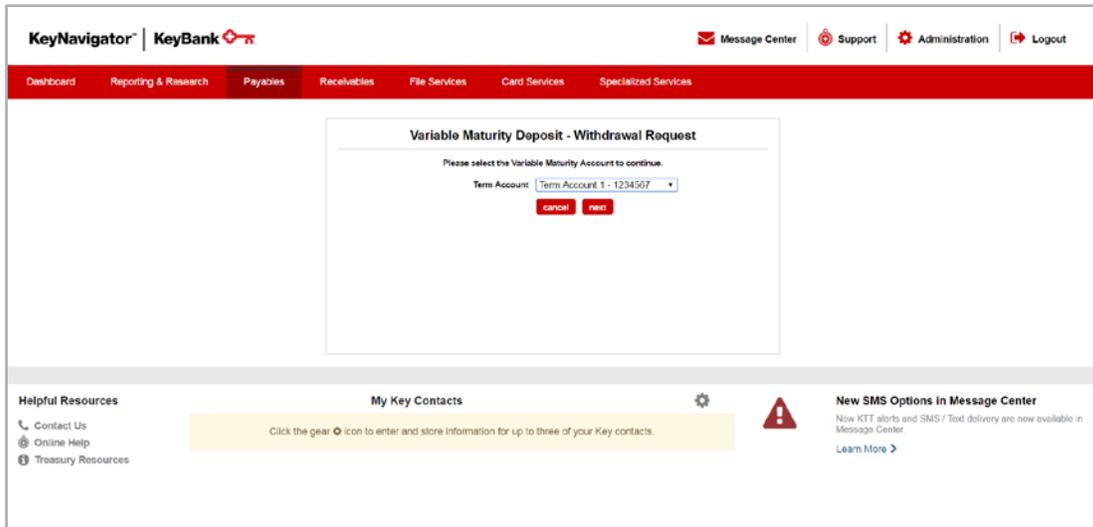
- Hover over the **Payables** tab on the top bar, select **Transaction Services** on the right side of the screen.
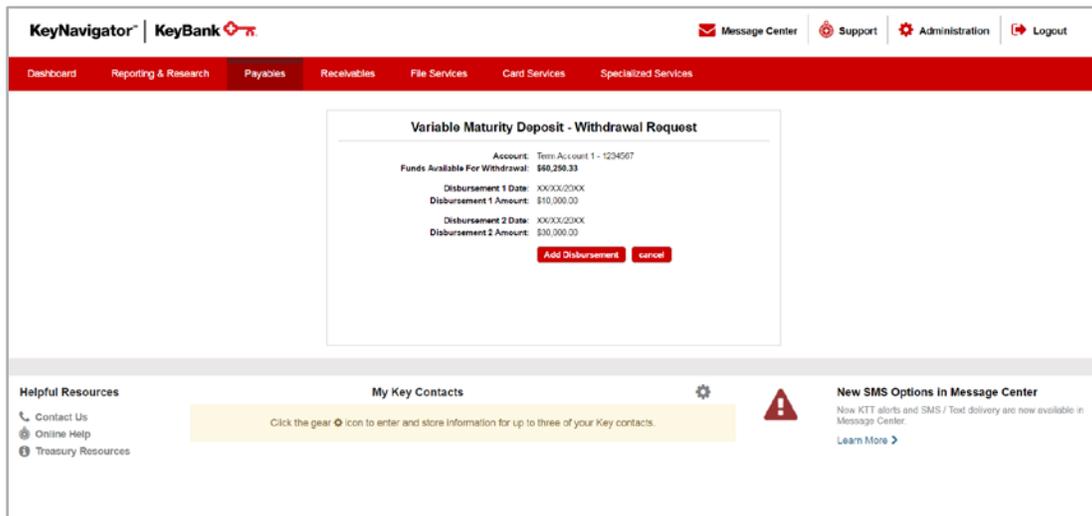

- Select Variable **Maturity Deposit – Withdrawal Request** in the list under Transaction Services.

- In the **Term Account** dropdown, select the desired account to schedule a withdrawal and select **Next**.

- Select **Add Disbursement**.

- In the **Date** section, enter the date you would like the withdrawal to occur from the VMTD account.

- Second, in the **Amount** section, enter the amount you wish to withdraw and click **Next** then **Submit**. This amount must be equal to or less than the funds available to withdraw. Or you can simply click the **Select all remaining plus accrued interest** button.

- Lastly, you will receive a VMTD withdrawal confirmation. Selecting **Create Another Request** will navigate you back to step three.

3. Reporting

Transactions are viewable on the standard previous day report and your monthly bank statement.

VMTD open term and short term accounts receive a combined monthly statement.

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