Attachment A

Account Reconciliation File – Implementation Procedures for Locations that bank with Wells Fargo Bank

April 12, 2004

I. Payee (Employee) Name on Account Reconciliation File

A. Based upon an electronic note, dated March 16, 2004, from Barbara Heebner, Wells Fargo Bank, any location that chooses to add the payee name should complete the following:

1. Send e-mail to Barbara Heebner at heebner@wellsfargo.com requesting the addition of the payee name to the file. She will send the request into the WFB implementation queue.

2. The e-mail note must include the transmission testing contact name, telephone number, and e-mail address.

B. In response to the request, the WFB Implementation group will flag the location's account for payee validation and will arrange file testing. WFB recommends two test files described below:

1. File #1 to WFBs CStart testing area to ensure that the file layout was not changed during the addition of the payee name.

2. File #2 via e-mail to WFB Implementation to ensure that the payee name is readable and does not contain extraneous data.

C. WFB advises that the setup may take ten business days. WFB recommends the test file to CStart although it is not mandatory. The test file via e-mail is mandatory.

II. Employee Identification Number on ARP File and ARP Statement/Optional Reports

A. For those locations that will continue the use of the EIN and currently do not have the EIN reported back on the ARP statement and optional reports, the location should contact Barbara Heebner. WFB will set a flag to have the EIN reported back to the location.

B. For those locations that will continue the use of the EIN and currently have the EIN reported back on the ARP statement and optional reports, the location should not make any changes to System Parameter 54.