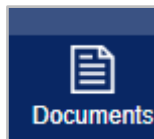


ACCESSING TAX FORMS: CONSUMER BANKING USERS

If you are a personal banking customer and do not see your tax forms, please follow these steps.

1. Sign in on <https://www.amerisbank.com> using your Personal Online Banking credentials.
2. Click the “Documents” icon at the top of the page.



You will see “Online Documents” – see the example below.

Online Documents

Here are your available online documents.

Statements		Notices	Tax forms
Account	Document		
EMPLOYEE ADVANTAGE CHECKING, *2808	Last statement • All statements		
PERSONAL SAVINGS, *9841	Last statement • All statements		

To start receiving online documents for other accounts, [change your document delivery methods](#).

Need an online statement for a closed account or an account that is now part of a combined statement? [Select an account](#).

3. Click on the “Tax Forms” tab. From here, click on the available tax forms.

IF YOU DO NOT SEE A TAX FORMS TAB, follow these steps:

- a. If you do not see a “Tax Forms” tab, you will see a link that says, “**Change your document delivery method.**” Click this link.
- b. On the next page, scroll down to **Tax Forms**.
- c. You will see tax forms for accounts for which you are identified as the primary account holder. **Note:** Your full social security number will appear on the tax forms viewed online. Tax forms are created under the primary signer’s social security number.

4. **If the delivery method is defaulted to Paper, change to Online.**

Change Document Delivery Method

To receive documents electronically, specify an online delivery method, read and agree to the terms of the Service Agreement and Disclosure, and click "Submit."

Statements

Statements show your transactions and balance for a period of time, such as a month.

Account	Delivery Method
EMPLOYEE ADVANTAGE CHECKING, *2808	Online ▾
PERSONAL SAVINGS, *9841	Online ▾

Notices

Notices are often important and timely documents, such as overdraft notices or rate change notices.

Account	Delivery Method
EMPLOYEE ADVANTAGE CHECKING, *2808	Online ▾
PERSONAL SAVINGS, *9841	Online ▾

Tax forms

Tax forms, such as Form 1099-INT, provide documentation at tax time.

Tax Form	Delivery Method
Any tax forms for accounts where you are identified as the primary account holder. Note: Your full social security number will appear on tax forms viewed online.	Online ▾

- 5. Select the box acknowledging that you agree to the terms of the Online Document Agreement and Disclosure. This allows you to receive documents online.
- 6. Click “**Submit**”

- You will then be redirected to the home page.

Online Document Agreement and Disclosure for online delivery

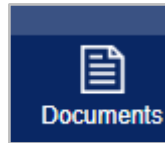
If you are requesting "Online" delivery of a document, we ask that you read our Online Document Agreement and Disclosure and select the following box to indicate that you agree to the terms of use.

I have read and agree to the terms of the [Online Document Agreement and Disclosure](#).

Note: With "Online" delivery, paper copies of your documents will no longer be produced.

Submit

- Re-select the "Documents" icon.



- You will now see the "Tax Forms" tax on the Online Documents screen.
- Select "Tax Forms"
- Look on the available tax forms. Remember, tax forms are available for the primary account holder.

Online Documents

Here are your available online documents.

Statements		Notices	Tax forms
Account	Document		
EMPLOYEE ADVANTAGE CHECKING, *2808	Last statement • All statements		
PERSONAL SAVINGS, *9841	Last statement • All statements		

To start receiving online documents for other accounts, [change your document delivery methods](#).