



## National Office Bank Accounts (For Firms)

Account Name & Number	Rates for Service	Payment Due Dates
<b>Corporate Rentals</b> Acct #630907080 VE Realty	Rental space should be comparable to area where firm is located	Due on the 10th of each month <b>Existing firms:</b> start November 1 <b>New firms:</b> start December 1
<b>Lending Services</b> Acct #630907056 VE Lending Services	Applicable loan payment rates	Due at either the beginning or end of the month as selected from the loan application
<b>Water Company</b> Acct #630907072 VE Utilities	Water prices should be comparable to area where firm is located	Due on the 10th of each month <b>Existing firms:</b> start November 1 <b>New firms:</b> start December 1
<b>Gas Company</b> Acct #630907072 VE Utilities	Gas prices should be comparable to area where firm is located	Due on the 10th of each month <b>Existing firms:</b> start November 1 <b>New firms:</b> start December 1
<b>Electric Company</b> Acct #630907072 VE Utilities	Electricity should be comparable to area where firm is located	Due on the 10th of each month <b>Existing firms:</b> start November 1 <b>New firms:</b> start December 1
<b>Telecom</b> Acct #630907072 VE Utilities	\$80.00 per month for high speed internet service, telephone and cable bundle	Due on the 10th of each month <b>Existing firms:</b> start November 1 <b>New firms:</b> start December 1
<b>Office/Other Equipment</b> Acct #630907137 VE Office Equipment & Supplies	Purchase firm office or other equipment from this account, only if you do not purchase from another firm	Company Use
<b>Supplies</b> Acct #630907137 VE Office Equipment & Supplies	Purchase firm supplies from this account, only if you do not purchase from another firm	Company Use
<b>Business Insurance</b> Acct #630907153 VE Insurance	Based on local rates in area where firm is located	Company use  Payments due based on policy
<b>Workers' Compensation Insurance</b> Acct #630907153 VE Insurance	2% of total wages, per month	Due on the 10th of each month <b>Existing firms:</b> start November 1 <b>New firms:</b> start December 1
<b>Health Insurance</b> Acct #630907153 VE Insurance	Based on local rates in area where firm is located	Company Use

- Attempts should be made to purchase from a VE firm before paying for other monthly budget items through the National Office Bank Accounts. For VE Top 50, make payments to the appropriate Rent, Utilities, Payroll Tax, Sales Tax, and Corporate Tax accounts. If purchasing from VE firms for Rent and Utilities, indicate this to your regional contact for VE Top 50 credit.
- Rent payments made for the month of May should also include payments for June and July.
- DO NOT use the recurring payments option.



## National Office Bank Accounts (For Firms)

Account Name & Number	Rates for Service	Payment Due Dates
<b>401(k)</b> Acct #630907196 VE 401(k)	For use if your firm matches employee 401(k) contributions	Company use
<b>Payroll Tax</b> Acct #630907102 VE Payroll Tax	All Federal Taxes paid to this account (Federal Income, Social Security, and Medicare)	Paid monthly based upon employee Payroll Taxes
<b>Sales Tax</b> Acct #630907099 VE Sales Tax	Based on sales tax rates in area where firm is located	Paid if taxes are owed, monthly based upon product Sales Tax
<b>Corporate Tax</b> Acct #630907110 VE Corporate Tax	21% of net income at the end of the fiscal year	Paid if taxes are owed, annually based upon firm Corporate Tax
<b>Wholesale Market</b> Acct #630907145 VE Wholesale Marketplace	Per transaction	Paid when items are ordered from the Wholesale Marketplace
<b>Shipping</b> Acct #630907218 VE Shipping	For payments of shipping costs your firm charges customers. Use only if you do not purchase shipping services from another firm	Company Use
<b>Transportation</b> Acct #630908133 VE Transportation	Based on local rates in area where firm is located	Company Use
<b>Online Trade Show</b> Acct #630887292 VE Online Trade Show	Based on booth costs at the trade show	Automatically deducted after an online trade show ends
<b>Trade Show</b> Acct #630907129 VE Trade Show	Based on booth costs at the trade show	Paid when there is a fee for the trade show
<b>Advertising</b> Acct #630907161 VE Advertising	Based on rates for advertising space on VE website	Company Use
<b>Charities</b> Acct #630907226 VE Charitable Contributions		Company Use

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- DO NOT use the recurring payments option.



## National Office Bank Accounts (For Students - Personal Finance)

Account Name & Number	Rates for Service	Payment Due Dates
<b>Personal Finance - Realty</b> Acct #630907269 VE Personal Finance - Realty	Based on rates in area where firm is located	Employee Use
<b>Personal Finance - Utilities</b> Acct #630907277 VE Personal Finance - Utilities	Based on rates in area where firm is located	Employee Use
<b>Personal Finance - Transportation</b> Acct #630907250 VE Personal Finance - Transportation	Based on rates in area where firm is located	Employee Use
<b>Personal Finance - Grocery</b> Acct #630907242 VE Personal Finance - Grocery	Based on rates in area where firm is located	Employee Use
<b>Personal Finance - Personal Services</b> Acct #630908176 VE Personal Finance - Personal Services	(i.e. cleaning, hairstyling, etc.) Based on rates in area where firm is located	Employee Use
<b>Personal Finance - Entertainment</b> Acct #630908184 VE Personal Finance - Entertainment	(i.e. movies, concerts, etc.) Based on rates in area where firm is located	Employee Use
<b>Personal Finance - Insurance</b> Acct #630908168 VE Personal Finance - Insurance	Based on rates in area where firm is located	Employee Use
<b>Personal Finance - Charities</b> Acct #630908141 VE Personal Finance - Charitable Contributions	Based on rates in area where firm is located	Employee Use
<b>Personal Finance - Income Tax</b> Acct #630908192 VE Personal Finance - Income Tax	Based on amount of tax owed from filing through Turbo Tax	Paid if taxes are owed
<b>Personal Finance - Miscellaneous</b> Acct #630907285 VE Personal Finance - Miscellaneous	Based on rates in area where firm is located	Employee Use

- Attempts should be made to purchase from a VE firm before paying for other monthly budget items through the National Office Bank Accounts. For VE Top 50, make payments to the appropriate Rent, Utilities, Payroll Tax, Sales Tax, and Corporate Tax accounts. If purchasing from VE firms for Rent and Utilities, indicate this to your regional contact for VE Top 50 credit.
- Rent payments made for the month of May should also include payments for June and July.
- DO NOT use the recurring payments option.