



Bank of America Business Advantage
Travel Rewards World Mastercard®

TEA HILL, LLC
5589 6215 7658 6177
January 14, 2023 - February 13, 2023

Company Statement

Account Information:
www.bankofamerica.com

Mail Billing Inquiries to:
BANK OF AMERICA
PO BOX 660441
DALLAS, TX 75266-0441

Mail Payments to:
BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

Customer Service:
1.800.673.1044, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total \$904.76
Minimum Payment Due **\$25.00**
Payment Due Date **03/12/23**

Late Payment Warning: If we do not receive your minimum payment by the date listed above. You may have to pay a fee based on the outstanding balance on the fee assessment date:
\$0.00 for balance less than \$100.01
\$29.00 for balance less than \$1,000.01
\$39.00 for balance less than \$5,000.01
\$49.00 for balance equal to or greater than \$5,000.01

Minimum Payment Warning: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance.

Account Summary

Previous Balance \$845.65
Payments and Other Credits -\$2,593.52
Balance Transfer Activity \$0.00
Cash Advance Activity \$0.00
Purchases and Other Charges \$2,652.63
Fees Charged \$0.00
Finance Charge \$0.00
New Balance Total \$904.76

Credit Limit \$16,000
Credit Available \$15,095.24
Statement Closing Date 02/13/23
Days in Billing Cycle 31

Important Changes to Your Account Terms

Please read about account agreement changes on the 'Important Changes to the Account Terms' page in this statement. If you need assistance reading these revised terms on your ADA reader, please contact Customer Service at the number provided on your statement.

Cardholder Activity Summary

Account Number	Credit Limit	Total Activity	Payments and Other Credits	Balance Transfer Activity	Cash Advance Activity	Purchases and Other Charges	Fees Charged
CHI, YA HUEI							
5589 6211 2192 3784							
16,000		2,652.63	0.00	0.00	0.00	2,652.63	0.00

0259352 0002500 0090476 5589621576586177

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

TEA HILL, LLC
104 COLCHESTER CT
CHAPEL HILL, NC 27517-7979

Account Number: 5589 6215 7658 6177
January 14, 2023 - February 13, 2023

New Balance Total \$904.76
Minimum Payment Due **\$25.00**
Payment Due Date **03/12/23**

Enter payment amount

\$

For change of address/phone number, see reverse side.

Mail this coupon along with your check payable to:
BUSINESS CARD,
or make your payment online at
www.bankofamerica.com

CUSTOMER STATEMENT OF DISPUTED ITEM (You must use a separate form for each dispute. Please print.)

If you believe a transaction on your statement is an error, complete and sign a copy of this form using blue or black ink, or write a detailed letter on a separate sheet of paper. Then return it to: **PO BOX 53101, PHOENIX, AZ 85072-3101** no later than 60 days after we sent you the first bill on which the transaction or error appeared. If you prefer to speak with a representative about your dispute, please call **1.866.601.4410, 8am-8pm Est.** You do not have to pay any amount in question while we are investigating, but you are obligated to pay the parts of your bill that are not in question.

PLEASE DO NOT ALTER WORDING ON THIS FORM OR MAIL YOUR LETTER WITH YOUR PAYMENT. Provide copies of all documentation that will help us investigate your dispute (e.g. contracts, invoices, detailed letter, sales slips, return receipts, or second opinions).

Your Name: _____ Account Number: _____
Posting Date: _____ Transaction Date: _____ Reference Number: _____
Amount: _____ Disputed Amount: _____ Merchant Name: _____

Below tell us why you think the item noted above is in error. **Check one box only.**

- ☐ 1. I certify that I do not recognize the transaction. I have attempted to contact the merchant to verify this transaction.
- ☐ 2. I certify that the charge listed above was not made by me or a person authorized by me to use my card, nor were the goods or services represented by the transaction received by me or authorized by me.
- ☐ 3. Although I did engage in a transaction with this merchant, I was billed for _____ transaction(s) totaling \$ _____. that I did not engage in. I have my card in my possession. If available, enclose a copy of the sales slip for the valid charge.
- ☐ 4. I have not received the merchandise that was to be shipped to me on ____/____/____ (MM/DD/YY). I have asked the merchant to credit my account.
- ☐ 5. Merchandise shipped to me was not as described. Please explain in detail and if applicable provide proof of return.
- _____
- _____
- _____
- ☐ 6. Merchandise shipped to me arrived damaged and/or defective.
I returned it on ____/____/____ (MM/DD/YY) and asked the merchant to credit my account. Please provide proof of return and describe how the merchandise was damaged and/or defective.
- _____
- _____
- ☐ 7. Although I did engage in the above transaction, I dispute the entire charge or a portion in the amount of \$ _____. I have contacted the merchant, returned the merchandise on ____/____/____ (MM/DD/YY) and requested a credit adjustment. I am disputing this charge because _____
- Please supply proof of return or if unable to return merchandise please explain.
- _____
- ☐ 8. I notified the merchant on ____/____/____ (MM/DD/YY) to cancel the preauthorized order or reservation. Please note cancellation # and if available, enclose a copy of your telephone bill showing date and time of cancellation. Reason for cancellation: _____
- _____
- ☐ 9. Although I did engage in the above transaction, I have contacted the merchant for credit. The services to be provided on ____/____/____ (MM/DD/YY) were not received. Please describe the services to be received and explain the merchants failure to provide the services.
- _____
- ☐ 10. I was issued a credit slip that was not shown on my statement. **A copy of my credit slip is enclosed. If the merchant has agreed to issue a credit, be advised the merchant has up to 30 days to supply this credit to your account.**
- ☐ 11. The amount of the charge was increased from \$ _____ to \$ _____ or my sales slip was added incorrectly.
Enclosed is a copy of the sales slip that shows the correct amount.
- ☐ 12. Other: Please explain _____
- _____

Merchants often provide telephone numbers with their names on your billing statement. If you do not recognize a transaction, attempt first to contact the merchant for transaction information.

Cardholder Signature (required): _____ Date: _____
Home Telephone: (____) _____ Business Telephone: (____) _____

PLEASE KEEP A COPY OF BOTH SIDES OF THIS STATEMENT FOR YOUR RECORDS

PAYMENTS

We credit a payment as of the date we receive it if the payment is: 1) received by 5:00 p.m. (Eastern Time) Monday through Friday (except legal holidays). 2) received at the payment address indicated on the front of this statement. 3) paid with a check drawn in U.S. dollars on a U.S. financial institution or a U.S. dollar money order, and 4) sent in the return envelope with only the bottom portion of your statement accompanying it. Payments received after 5:00 p.m. (Eastern Time) Friday, but that otherwise meet the above requirements, will be processed on the next business day, which is usually the following Monday. Saturdays, Sundays, and holidays are not business days. Credit for payments received in any other manner may be delayed up to five business days, during which time finance charges, if applicable will continue to accrue. We will reject any payments that are not drawn in U.S. dollars and those drawn on a financial institution located outside of the United States. Please do not send cash, credit cards, correspondence, staples or paper clips with your payment. Mail your payment at least 7 days in advance of the payment due date to ensure timely delivery.

CUSTOMER CORRESPONDENCE

If you prefer to send a written inquiry regarding your account, please send the request to: **BANK OF AMERICA, PO BOX 660441, DALLAS, TX, 75266-0441, USA.** This address should not be utilized to dispute merchant transactions appearing on your billing statement. Please see the paragraph above for instructions regarding dispute procedures.

For address/phone number changes on all accounts in your program, have the authorized contact make a request at **WWW.BANKOFAMERICA.COM**

TEA HILL, LLC
5589 6215 7658 **6177**
January 14, 2023 - February 13, 2023
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Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
TEA HILL, LLC				
Account Number: 6177				
Payments and Other Credits				
02/03	02/02	Online payment from CHK 4760	03306005710026384530606	- 2,593.52
TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD				-\$2,593.52
CHIU, YA HUEI				
Account Number: 3784				
Purchases and Other Charges				
01/17	01/17	AMAZON.COM*XX7254SL3 A AMZN.COM/BILLWA	55310203017083364559126	31.58
01/18	01/18	INTUIT *QBooks Payroll CL.INTUIT.COMCA	55432863018200136856142	175.00
01/23	01/20	IN *GATE CITY BAKERS,I 336-2075378 NC	55432863020200811762397	260.00
01/30	01/28	ORANGE WATER AND SEWER CARRBORO NC	85140513029900016004782	127.59
02/01	01/31	IN *EEC ACQUISITION LL 612-5094633 MN	55432863031200793459910	804.77
02/01	02/01	Spectrum 855-707-7328 MO	55432863032200912649655	97.97
02/01	01/31	LI MING'S GLOBAL MAR DURHAM NC	05140483031720210665364	250.96
02/03	02/03	PUBLIC STORAGE 25906 800-567-0759 NC	55432863034201428347485	286.00
02/03	02/03	PUBLIC STORAGE 25906 800-567-0759 NC	55432863034201428347675	287.00
02/07	02/06	ATT*BILL PAYMENT 800-288-2020 TX	55432863037109629862227	65.76
02/13	02/10	IN *GATE CITY BAKERS,I 336-2075378 NC	55432863041100725514865	266.00
TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD				\$2,652.63

Finance Charge Calculation

Your **Annual Percentage Rate (APR)** is the annual interest rate on your account.

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	0.00%	\$0.00	\$0.00
CASH	28.49% V	\$0.00	\$0.00

V = Variable Rate (rate may vary), Promotional Balance = APR for limited time on specified transactions.

Reward Summary

Beginning Balance	64,242.27	Other Bonuses	.00
Earned	3,579.96	Preferred Rewards for Business Bonus	1,789.99
Redeemed	.00		
Adjustments	.00	Ending Balance	69,612.22

BANK OF AMERICA BUSINESS ADVANTAGE

With Business Advantage 360, creating business card transaction reports is easy

It's simple to obtain reports within online banking.

Give it a test drive today —log in or enroll at bankofamerica.com and select the CORP account for your business credit card to access the Download tool.

- 1.** Select one of the following from the Download link on the Activity tab:
 - **CORP account** (to view payments and fees)
 - **All accounts** (to view all transactions for the company)
 - Or, choose an individual account to view purchases for that cardholder.
- 2.** Create an annual report by selecting the **All accounts** option and setting the custom date range for the year.
- 3.** To obtain the report, choose the file type and click **Download transactions**.

Important Changes to Your Account Terms

Changes to your fees effective November 02, 2022:

- This amendment modifies the Late Payment Fee, shown under the Other Fees and Charges section of your Business Card Agreement, to reflect that no late payment fee will be charged if your Account Balance is less than or equal to \$100 on the payment due date. The late fee assessment amount for balances less than or equal to \$100 will be updated to \$0 in the body and account summary table within your agreement as of the date of the change.
- This amendment modifies the Cash Advance Fee, shown under the Cash Advance section of your Business Card Agreement, to reflect the removal of the minimum fee charged on any Cash Advance transaction(s). Please note that the transaction fee for Cash Advance(s) will continue to be assessed based upon the disclosed fee percentage for each transaction, as printed in the account summary table and in the body of your Business Card agreement.
- This amendment modifies the Balance Transfer Fee, shown under the Balance Transfer section of your Business Card Agreement, to reflect the removal of the minimum fee charged on any Balance Transfer transaction(s). Please note that the transaction fee for Balance Transfer(s) will continue to be assessed based upon the disclosed fee percentage for each transaction, as printed in the account summary table and in the body of your Business Card agreement.

