KITCO®

U.S. ONLINE BILL PAY

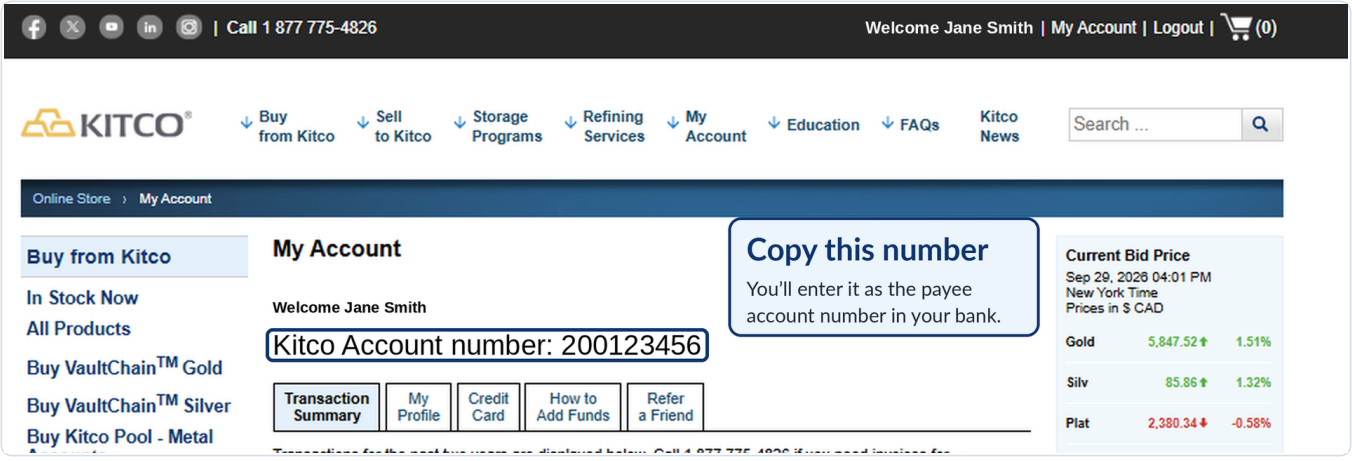
How to Add Kitco as a Payee

Welcome to our step-by-step guide to adding Kitco as a payee and making a bill payment from a U.S. bank account.

ⓘ Every bank is different. For exact Bill Pay steps, check your bank's help pages or contact your bank.

1 Find your Kitco account number

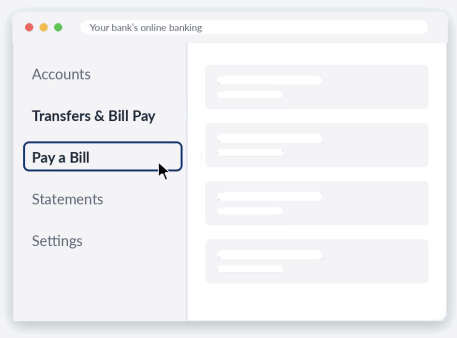
- Sign in at online.kitco.com.
- Open **My Account** from the main menu.
- Your account number is under the "Welcome" message. **Write it down: you'll need it when you add Kitco as a payee.**



2 Open your bank's Bill Pay

- Sign in to your online banking.
- Look for a menu item such as **Bill Pay**, **Transfers & Bill Pay** or **Pay a Bill**.

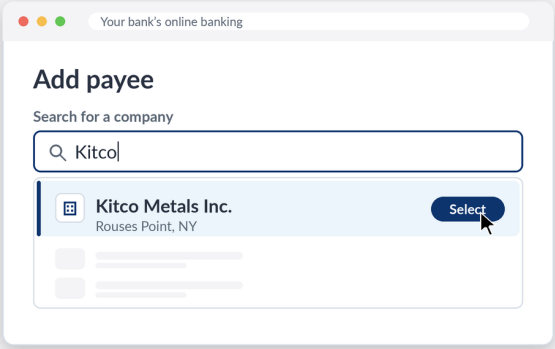
ⓘ **Names and menus vary by bank.** If you can't find Bill Pay, check your bank's help pages.



3 Search for Kitco

- In **Add payee**, search for **“Kitco.”**
- If **Kitco Metals Inc.** appears, select it.

Can’t find Kitco?
Try searching “Kitco Metals” or check your bank’s Bill Pay help section.



4 Don’t see Kitco? Add it manually

Add a new **company payee** using these details:

Payee name	Kitco Metals Inc.
Account number	Your Kitco account number (from Step 1)
Address	64 Lake Street, Suite 101 Rouses Point, NY 12979-1028
Phone	1 877 775-4826

If your bank requires an 8-digit account number, add zeros to the beginning.
Example: 00012345

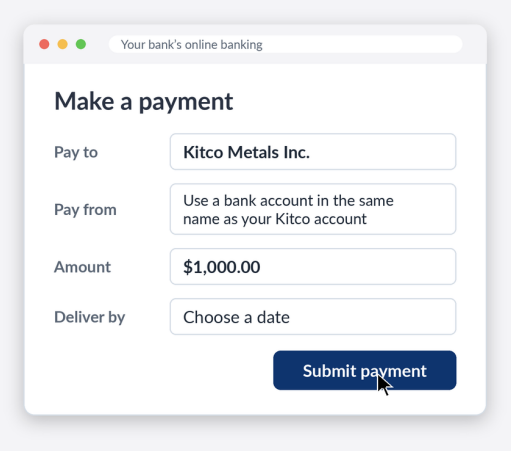
5 Confirm the payee details

- Double-check every detail, then select **Save** (or your bank’s equivalent).
- Look for a confirmation. Your bank may show a confirmation message or add Kitco Metals Inc. to your payee list.

Look for a confirmation

6 Send your payment

- Select **Kitco Metals Inc.** from your payee list.
- Use a bank account in the same name as your Kitco account.
- Enter the amount you want to send.
- Complete any details your bank asks for.
- Review, then submit your payment.



WHAT HAPPENS NEXT

Payment sent? Nice work!

1 **Your bank sends it our way.**
Nothing else for you to do.

2 **Allow 2 business days for it to arrive.**

3 **We'll email you when your funds arrive.**
So you know you're good to go.

Just so you know, Kitco will never ask for your online banking password.
That one's all yours.

KITCO®

Questions? We're here to help.

CALL 1 877 775-4826 U.S. and Canada
514 313-9999 Worldwide

EMAIL info@kitco.com

HOURS Mon–Thu 8:30 a.m.–10 p.m. ET
Fri 8:30 a.m.–5 p.m. ET

Prefer to watch? Scan the code or watch the bill pay video.