

PAYMENT POLICY

PLEASE READ THESE STATEMENTS CAREFULLY BEFORE ISSUING A PAYMENT.

Any and all payments received by Wendi Miller, (the “Manager”), a Missouri, United States, individual, from the voluntary action(s) of a Payment Issuer (the “Issuer”), whether such payment is made directly or indirectly, are subject to and received in agreement with the statements set forth in this document (“Payment Policy”).

By issuing a payment, whether such payment is made directly or indirectly, the Issuer (“You,” “Your”) stipulates that You have read, understand, and agree to be bound by the statements contained in this Payment Policy, as follows:

1. 501(c)(3) STATUS. Wendi Miller is *not* a 501(c)(3) organization. Wendi Miller, the Manager, is an individual, and is also registered with the State of Missouri under the fictitious name of “Love That Amazes.” Such registration allows Wendi Miller to do business as “Love That Amazes” should the designation be legally necessary, including but not limited to receiving any form of payment that is issued to “Love That Amazes.”

2. PAYMENT REPORTING. All payments received by the Manager are recorded and reported appropriately and as required according to applicable local, state, and/or federal regulations by the Manager. Note: as of the date of this Payment Policy, monetary gifts to an individual are non-taxable and, therefore, do not qualify as income received and, therefore, are not reported by the Manager as income received.

3. VOLUNTARY MONETARY GIFTS. There is no charge or financial obligation to 1) access/use the Manager’s website(s), (“Site” or “Sites”), 2) to be a subscriber to any Manager email list, 3) to be sent a direct email communication as a subscriber to any Manager email list, including those emails with links to access any FREE resources made available by the Manager on the Manager’s Site(s) and/or with links to access any authorized third-party site that manufactures, sells, and/or distributes items made with the Manager’s copyrighted property as part of an authorized contract between the Manager and the third party, 4) to enter any giveaway drawing, [and the Manager is not liable for and must be held harmless for any fees and/or taxes You might owe, according to Your personal circumstances, should You accept and receive a prize as a giveaway drawing winner], or 5) to read, download, and/or print any of the FREE resources made available on the Site(s) by the Manager. Therefore, You agree that any payment issued to the Manager as a monetary gift is unsolicited and is made completely voluntarily. You agree that the Manager has not provided any goods or services in exchange for any voluntary monetary gift.

4. AUTHORIZED REQUESTS FOR PAYMENT BY A THIRD PARTY. As of the date of this Payment Policy, the Manager has NOT authorized ANY third party to 1) make available and/or 2) accept payment(s) in exchange for any resource that is otherwise made available for FREE directly by the Manager through any Manager Site(s) or through any direct email communication from the Manager. As of the date of this Payment Policy, the only Manager-authorized requests for payment by a third party are 1) for merchandise that is manufactured using a pattern or document that is the copyrighted property of the Manager and is made available for resale as expressly permitted as part of an official Production Contract for a Musical, or 2) for printed books or other merchandise items that are manufactured by a Manager-authorized third party as part of an official contract between the third party and the Manager (ie. the official Print-On-Demand contract entered into by the Manager with Amazon.com’s print-on-demand printing service, KDP.) Note: Payments issued directly to a Manager-authorized third party, such as but not limited to Amazon.com for a printed book written by the Manager, are made directly by and between

the Issuer and the Manager-authorized third party and in agreement with the Manager-authorized third party's payment terms and regulations, and the Manager is to be held harmless for any disputes arising between the Manager-authorized third party and the Issuer, and the Issuer understands that any disputes must be handled directly between the Issuer and the Manager-authorized third party. Furthermore, You agree that the Manager is to be held harmless for any unauthorized request for payment(s) by any person or entity that is claiming, without permission, to be a representative for the Manager, or who is conducting unauthorized business using the Manager's logo, name, and/or copyrighted property, and that the Manager is to be held harmless for any unauthorized request for payment(s) by any person or entity that 1) shares or forwards any Manager email (whether as a whole or in part) that solicits a payment or is provided in exchange for a payment, 2) provides access to any Manager Site(s) in exchange for a payment, 3) provides any resource, without or without a request for payment, that is otherwise available as a FREE download on any of the Manager's Site(s), or 4) provides merchandise using a pattern that is the copyrighted property of the Manager in exchange for a payment. You also agree to report to the Manager, as soon as possible, any such activities and any such attempts to make an unauthorized request for payment(s).

5. **ONLINE PAYMENT PROCESSING.** Payments made by credit card, debit card, or PayPal (and its related accounts) and that are made using a direct payment link on any of the Manager's Site(s), are processed using PayPal processing services. A PayPal account/login may be required for some forms of online payments. When such a payment is made online, credit card, debit card, or PayPal information is NOT disclosed to the Manager by PayPal. The Manager is provided with general contact information, address information when required, payment amount, and where applicable, transaction and/or purchase description only.

6. **MAILED PAYMENT PROCESSING.** Payments received by mail in the form of a check or money order (cash sent by mail, while accepted, is not encouraged) are processed through the Manager's financial institution. Any check or money order that is returned marked as Insufficient Funds is automatically processed a second time, as allowed by law, by the Manager's financial institution. If the check or money order is returned a second time marked as Insufficient Funds, the Manager may attempt to collect from the Issuer the original payment amount plus any additional fees assessed by the Manager's financial institution. If the payment was for an unsolicited voluntary gift, the Manager may also choose to 1) destroy the payment document without further attempts to collect the funds and without obligation to return the payment document, and/or 2) refuse to accept any additional payments in like kind from the Issuer. However, if the payment was issued as part of a Production Contract for a Musical and attempts to collect are unsuccessful, the Manager reserves the right to void said Production Contract and production rights bestowed by that Production Contract, and/or to pursue payment through whatever legal means are available. It is further understood that, for purposes of payments Issued as required by an official Production Contract for a Musical, this is a summary statement only, and complete payment information is included in each official Production Contract for a Musical.

7. **MAIL.** The Manager is not responsible for lost, stolen, or misdirected mail.

8. **FRAUDULENT PAYMENTS.** NO payment can be cancelled by the Issuer or refunded to the Issuer at any time except when the payment method used had been stolen and was used by the perpetrator to make a payment. The Manager must be notified of the theft of the payment method within thirty (30) calendar days (of the original date of the online payment or the postmark of a payment sent by mail) for a fraudulent payment to be eligible for a refund. Notification of the theft of a payment method must be made by sending an email to lovethatamazes@outlook.com or through the Connect page of the Manager's Site. (Only provide Your name and phone number in the method of contact. Additional required personal information will be requested in a secure manner.) Proof that the theft was reported to the proper authorities, including law enforcement authorities and the issuing financial institution, will be

required. A refund for a payment made by a stolen payment method is issued at the Manager's discretion. The following are NOT considered "stolen" or "fraudulent" for purposes of eligibility for a cancellation/refund: 1) an error made in the amount entered by the Issuer for an unsolicited voluntary monetary gift payment made online or by a mailed check or money order, or 2) instances when a third party has been given access to the payment method (including but not limited to Power of Attorney use, access to a blank check or money order, and/or access to PayPal account user and password information).

9. PAYMENT DISTRIBUTION. It is understood that Wendi Miller has complete control over the use and distribution of all payments received, including but not limited to use for general operations and expenses, both direct and indirect; expenses associated with the development, distribution, and maintenance of additional resources and/or merchandise, whether they are to be made available as free resources or for purchase; expenses associated with the maintenance, upgrades, and/or changes of resource delivery methods; expenses associated with additional outreaches and/or projects; expenses associated with additional needs as they arise. This list is not exhaustive or exclusive. Areas of need and categories and amounts of expenses may change at any time and are not required to be added to this list in order for payments to be directed or redirected to any expense as it arises or is anticipated.

10. PAYMENT RECORDS. Issuer assumes sole responsibility for maintaining payment records and receipts. Issuer understands that individual monetary gifts are acknowledged as applicable by PayPal receipt or by the Manager by email (if provided), that year-end payment summaries are not provided, and that payments and payment records are matched as accurately as possible based upon information provided with each payment.

The Manager reserves the right to change this Payment Policy at any time. Any changes to this Payment Policy will be posted on the Site(s). Your making a payment of any kind after such changes shall constitute Your agreement to abide by the Payment Policy as changed. It is your sole responsibility to check the Site(s) to view any such changes to the statements in this Payment Policy and any other policies posted on the Site(s). If at ANY time you do not agree to ALL statements in this Payment Policy, You agree to refrain from making any additional payments for unsolicited voluntary monetary gifts and/or to refrain from making any additional purchases from Wendi Miller or from any Manager-authorized third-party. You agree that you are not entitled to receive any recompense from the Manager for past payments made for unsolicited voluntary monetary gifts or for purchases made through any Manager-authorized third-party.

This policy supersedes all prior oral or written agreements and understandings relating to the subject matter of The Site(s), their information, their resources, and any previous Payment Policies (or Support Disclosures). However, NO policy will be superseded by any spelling and/or grammatical errors that result in an unintentional change in any policy term or policy, whether as a whole or in part.

This Payment Policy (formerly known as a Support Disclosure) was last updated to be effective on January 1, 2021.