

Bank of America

2025 Settlement Schedule

Cycle Date = 27th Calendar Day

Billing Date Range				
Month	Cycle Start Date	Cycle End Date	Transaction Review deadline (1)	Approver Sign-Off deadline (2)
January	12/28/24	1/27/25	1/29/25	2/3/25
February	1/28/25	2/27/25	3/3/25	3/6/25
March	2/28/25	3/27/25	3/31/25	4/3/25
April	3/28/25	4/25/25 #	4/29/25	5/2/25
May	4/26/25	5/24/25 #	5/29/25	6/3/25
June	5/25/25	6/27/25	6/30/25 (3)	6/30/25 (3)
July	6/28/25	7/25/25 #	7/29/25	8/1/25
August	7/26/25	8/27/25	8/29/25	9/3/25
September	8/28/25	9/26/25 #	9/30/25	10/3/25
October	9/27/25	10/27/25	10/29/25	11/3/25
November	10/28/25	11/26/25 #	12/1/25	12/4/25
December	11/28/25	12/26/25 #	12/30/25	1/2/26

- (1) Transaction Review deadline = two business days after cycle end date. All transactions posted through cycle end date in the Works website need to be allocated, description added, receipts uploaded, and signed off by the cardholder by this date.
- (2) Approver Sign-Off deadline = three business days after transaction review deadline. Group approvers need to sign off on all cardholder transactions in the Works website for their group(s) by this date.
- (3) Due date exception for both columns because of fiscal year-end/auditors.

Note: If the 27th of the month falls on a weekend or holiday, the cycle will end on the previous business day, which will also be reflected in the Works website. BOA does not post any transactions on Saturdays or Sundays.