



AUTHORIZATION AGREEMENT FOR ACH PAYMENTS/DEBITS

I (We) do hereby authorize _____ hereafter named COMPANY, to initiate Single or Recurring (debit) entries to (my/our) account indicated at the depository financial institution named below, hereafter named FINANCIAL INSTITUTION. I further authorize COMPANY to initiate an adjusting or correcting entry as necessary. Finally, should any such debit(s) be returned as NSF or Uncollected Funds, I(we) authorize the COMPANY to collect such debit(s) electronically and to subsequently collect a Returned Item Fee of \$25.00 (or the maximum allowed by state law, whichever is greater) per item, electronically from the same account identified below.

I am a duly authorized signer on the account identified below, and authorize all of the above as evidenced by my signature below.

Financial Institution Name: _____ Checking: _____ or Savings: _____

Routing Number: _____ Account Number: _____

SINGLE/ONE-TIME DEBIT

Date on or after which payment will post: _____ Amount: _____

RECURRING DEBITS

Payment Start Date: _____ Amount: _____

Number of Payments: _____ or Continuous

This authorization is to remain in full force and effect until the COMPANY has received written notification from me (or either of us) of its termination in such time and in such manner as to afford the COMPANY a reasonable opportunity to act. Notice of revocation of authorization should be sent to the address listed below:

Printed Name: _____

Signature: _____ Date: _____

Please Note

1. A copy of this authorization must be retained by the Originator for a period of two years beyond termination of this agreement.
2. The amount of \$25.00 for a returned item (NSF) fee is an example. The actual amount that you can charge will vary state to state.
3. It is recommended that the Originator (the merchant or biller) customize this form by adding additional fields for identifying the customer, your address and/or company logo, etc.
4. For Recurring debits:
If there is a change in the amount of the transaction, the Originator must notify the Receiver (in writing) at least 10 calendar days prior to initiating the entry for the different amount.

If there is a change in the date of the debit, the Originator must notify the Receiver (in writing) at least 7 calendar days prior to initiating the entry.

If the amount of the transaction is expected to change on a regular basis, the amount of the authorization may be listed as a;

range (from \$X.XX to \$X.XX) or
ceiling (up to \$X.XX)

without the requirement of a notice for each change. The requirement of a notice would still exist if the transaction were to fall outside the authorized range or exceed the ceiling stated in the authorization.

It is highly recommended that before rolling out a new authorization for general use, that you have your compliance person/department and/or legal counsel review and approve it.