

<Insert Logo Here>

< Street Address>

< City State Zip>

< Phone Number>

One Time ACH Payment Authorization Form

Sign and complete this form to authorize <insert business name> to make a one time ACH debit to your business bank account.

By signing this form you give us permission to debit your account for the amount indicated on or after the indicated date. This is permission for a single transaction only, and does not provide authorization for any additional unrelated debits or credits to your account.

Please complete the information below:

_____ authorizes <Insert Business Name> to charge its business bank
(company name)
account indicated below for _____ on or after _____.
(amount) (date)

Company Name _____ **(Company)**

Billing Address _____ Phone# _____

City, State, Zip _____ Email _____

Company Name on Account: _____

Bank Name: _____

Bank Account Number: _____

Bank Routing #: _____

Bank City/State: _____

This Business Bank Account is Enabled for ACH Transactions Yes No

SIGNATURE _____

DATE _____

NAME _____

TITLE _____

I certify that I am an authorized representative of the Company indicated above and that I have the authority to authorize this payment on the Company's behalf. Company understands that because this is an electronic transaction, these funds may be withdrawn from its account as soon as the above noted transaction date, and that it will have limited time to report and dispute errors. In the case the transaction is returned for Non Sufficient Funds (NSF) Company understands that <your company name> may at its discretion attempt to process the charge again within 30 days, and agrees to an additional <insert \$> charge for each attempt returned NSF, which will be initiated as a separate transaction from the authorized payment. Company has certified that the above business bank account is enabled for ACH transactions, and agrees to reimburse <your company name> for all penalties and fees incurred as a result of Company's bank rejecting ACH debits or credits as a result of the account not being properly configured for ACH transactions. Both parties agree to be bound by NACHA Operating Rules as they pertain to this transaction. Company acknowledges that the origination of ACH transactions to its account must comply with the provisions of U.S. law. Company agrees not to dispute this transaction with its bank provided the transaction corresponds to the terms indicated in this authorization form.