

# ACH Debit | Authorization Form



## Payment Plan Authorization

Location: \_\_\_\_\_

Name: \_\_\_\_\_  
Please print First Middle Last

Unit #: \_\_\_\_\_

Address: \_\_\_\_\_ Work Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Driver's License #: \_\_\_\_\_

Home Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Driver's License State: \_\_\_\_\_

## Customer Bank Account Information

Bank: \_\_\_\_\_ Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_

Routing Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

**Attach a voided check to this form**

### FOR OFFICE USE ONLY Payment Plan Schedule

Recurring Debit every: \_\_\_\_\_ Monthly  
Start Date: Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_ Payment Amount: \$ \_\_\_\_\_  
End Date: Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_ Transaction Fee: \$ \_\_\_\_\_  
Number of Payments: \_\_\_\_\_ Total Payment: \$ \_\_\_\_\_

(Start date must be at least 5 business days from submission of this form)

## Payment Authorization

I authorize my bank to debit my account as identified above to the terms stated here. This authorization shall remain in effect until the Service Provider and bank receive written notification from me of intent to terminate at such time and in such manner as to afford the Service Provider and bank reasonable opportunity to act (Minimum 30 days). I understand that if the total amount owed to the Service Provider is increased, I authorize this plan to continue as long as the payment amount remains unchanged until the amount owed the Service Provider is paid off, or unless the plan is terminated earlier by me as above. I understand any added amounts can be applied for with a new ACH Debit Authorization Form. All other changes such as payment amount, frequency, bank account number change, will require a new ACH Debit Payment Authorization Form to be filled out and submitted to Merchant 5 days prior to any change being implemented. I understand that this payment plan may be cancelled by the Service Provider or Merchant due to NSF (Non-sufficient Funds). I will be liable to pay an NSF fee of \$25.00 (or the amount allowable by law), which may be automatically debited for each NSF. I represent and warrant that I am authorized to execute this payment authorization for the purpose of implementing this payment plan. I indemnify and hold the Service Provider, the bank, and Merchant harmless from damage, loss or claim resulting from all authorized actions hereunder.

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Second Authorized Signature  
of Bank Account if Required: \_\_\_\_\_ Date: \_\_\_\_\_

A voided check from customer's bank account must accompany this authorization form.  
(Payment Amount + Transaction Fee)