

# Direct Payment Authorization

We are please to offer you the service of Direct Payment. With this authorization, your payment will automatically be deducted from your checking or savings account.

## Direct Payment will help you in several ways:

- > It saves time - fewer checks to write.
- > Helps meet your commitment in a convenient and timely manner - even if you're on vacation or out of town.
- > No lost or misplaced statements, your payment is always on time - it helps maintain good credit.
- > It saves postage.
- > It's easy to sign up for, easy to cancel.
- > No late charges.

## Here's how Direct Payment works:

You authorize regularly scheduled payments to be made from your checking or savings account. Then, just sit back and relax. Your payments will be made automatically on the specified day. Proof of payment will appear on your bank statement. The authority you give to charge your account will remain in effect until you notify us in writing to terminate the authorization. If the amount of your payment changes, we will notify you at least 10 days before payment date. Direct Payment is dependable, flexible, convenient and easy. To take advantage of this service, complete the attached authorization form and return it to us.

## All you need to do is:

1. Mark the box before type of account to indicate whether your payment will be deducted from your checking or savings account.
2. Fill in your banks name, location, and routing number.
3. Fill in your account number.
4. Attach a voided check for verification of all bank information.

**Don't forget to sign!!**

## Direct Payment Authorization

I authorize \_\_\_\_\_ to initiate electronic debit entries to my:  
(Company Name)

Checking Account       Savings Account

for payment of my \_\_\_\_\_ . This authority will remain in effect  
(Type of Bill)  
until I have cancelled it in writing.

Staple Voided Check Here

Date \_\_\_\_\_

Bank Name (Please Print) \_\_\_\_\_

Bank City and State \_\_\_\_\_

Bank Routing/Transit Number \_\_\_\_\_

Account Number at Bank \_\_\_\_\_

Signature \_\_\_\_\_

**PLEASE KEEP A COPY OF THE AUTHORIZATION FOR YOUR RECORDS**