

# **COLLECTING PAYMENTS AUTHORIZATION FORM**

## **Authorization Agreement For Preauthorized Payment(s) (Automated Bank Debit / Visa / MC – NO AMEX.)**

I authorize Turn Key Office LLC hereinafter called COMPANY, to initiate debit entries from our checking account from the financial institution listed below. If any of the below information changes, I will promptly complete a new authorization agreement. If I revoke this ACH debit agreement, I will fax written notification of cancellation ***immediately*** to 410-531-2752 within 30 days of intended cancellation.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Representative: \_\_\_\_\_ Title: \_\_\_\_\_

Account Information –  **Business Checking Account**  **Personal Checking Account**  **Visa/MC (add 2.5%)**

Financial Institution: \_\_\_\_\_

Card \_\_\_\_\_ Exp \_\_\_\_\_ CVC \_\_\_\_\_

I authorize Turn Key Office LLC to withdraw (or charge) (initial each line where approval is granted):

Init: \_\_\_\_\_  Reoccurring Flat Amount \_\_\_\_\_ On the 31<sup>st</sup> for Wholesale (QBO or Desktop)

Init: \_\_\_\_\_  Reoccurring Flat Amount \_\_\_\_\_ Per Payroll Cycle for Payroll Service Fees

Init: \_\_\_\_\_  As Contracted/Invoiced: \_\_\_\_\_ On the 15<sup>th</sup> **and** 31<sup>st</sup> of each month for labor (as needed/used or contracted via fixed fee)

ABA Bank Routing Number (9 digits)									Account Number (not to exceed 15 numbers)																						
█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█

*(Enter the above information from the bottom of your check, do not include the check number)*

*In order to sign up you must attach a voided copy of your check. **Deposit slips are not accepted.** For security reasons we recommend that the check is Voided.*

**Staple Void Check Here**

This authority is to remain in full force and effect until Turn Key Office LLC has received written notification from me within 30 days of its termination in such time and in such manner as to afford the Company a reasonable opportunity to act on it. I attest that I am authorized by the company to enter into this agreement; and that I am an authorized signer on the bank account listed above.

X \_\_\_\_\_  
**Signature of Authorized Check Signer**

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Print First, Middle Initial and Last Name

\_\_\_\_\_  
 Title