

**Appendix V**  
**Authorization for Direct Payment via ACH (ACH Debit)**

**CONSUMER AUTHORIZATION FOR DIRECT PAYMENT VIA ACH**  
**(ACH DEBITS)**

**Must keep on file for 2 years after termination of the authorization**

*Direct Payment via ACH is the transfer of funds from a consumer account for the purpose of making a payment.*

I (we) hereby authorize \_\_\_\_\_ ("COMPANY") to electronically debit my (our) account (and, if necessary, electronically credit my (our) account to correct erroneous debits<sup>1</sup>) as follows:

Checking Account/  Savings Account (select one) at the depository financial institution named below ("DEPOSITORY"). I (we) agree that ACH transactions I (we) authorize comply with all applicable laws.

Depository Name \_\_\_\_\_

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

Amount of debit(s) or method of determining amount of debit(s) [or specify range of acceptable dollar amounts authorized]: \_\_\_\_\_

Frequency:     Daily         Weekly         Bi-weekly

Day of the Week (circle one):    M T W Th F

Monthly         Semi-monthly

Date (circle one)        1<sup>st</sup> 15<sup>th</sup> 30<sup>th</sup>

Amount \$ \_\_\_\_\_

I (we) understand that this authorization will remain in full force and effect until I (we) notify COMPANY [insert manner of revocation, i.e., in writing, by phone, location, address, etc.] that I (we) wish to revoke this authorization. I (we) understand that COMPANY requires at least [X days/weeks] prior notice in order to cancel this authorization.<sup>2</sup>

Name(s) \_\_\_\_\_  
(Please Print)

Date \_\_\_\_\_ Signature(s) \_\_\_\_\_

<sup>1</sup>The NACHA Operating Rules do not require the consumer's express authorization to initiate Reversing Entries to correct erroneous transactions. However, Originators should consider obtaining express authorization of debits or credits to correct errors.

<sup>2</sup>Written debit authorizations must provide that the Receiver may revoke the authorization only by notifying the Originator in the time and manner stated in the authorization. The reference to notification should be filled with a statement of the time and manner that notification must be given in order to provide company a reasonable opportunity to act on it (e.g., "In writing by mail to 100 Main Street, Anytown, KS that is received at least three (3) days prior to the proposed effective date of the termination of authorization").