

**Expedite Software**

**ELECTRONIC FUNDS TRANSFER AUTHORIZATION FORM**

As a duly authorized check signer on the financial institution account identified below, I authorize (Company Name) \_\_\_\_\_ to perform scheduled or periodic electronic funds transfer debits and/or credits from my account identified below for payments due or when applicable, apply electronic funds transfer credits to the same. This applies to check by phone payments as well as any other electronic payment.

Furthermore, if any such electronic debit(s) should be returned by my financial institution as Non-Sufficient Funds ( NSF ), I authorize, (Merchant) \_\_\_\_\_, Inc., to collect a returned item fee of \$20.00 per item by electronic debit from my account identified below.

For accounting purposes, all electronic debits will be reflected in the monthly bank statement that corresponds with the financial institution account identified below.

I understand and authorize all of the above as evidenced by my signature below.

AUTHORIZING SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**Financial Institution account “identifying information”:**

Enter financial institution account information into the fields provided below or attach a blank VOID check.

|  |                               |                  |                  |
|--|-------------------------------|------------------|------------------|
| <b>Attach<br/>Blank<br/>VOID<br/>Check<br/>here.</b> | <b>Financial institution:</b> | <b>Branch:</b>   |                  |
|  | <b>City:</b>                  | <b>State:</b>    | <b>ZIP CODE:</b> |
|  | <b>Transit/ABA #</b>          | <b>Account #</b> |                  |

**Example**

**Financial Institution**

510 Money St. 00001  
Anycity, ST. 00000

John Doe  
123 Street  
Anycity, ST. 00000

Date \_\_\_\_\_

Pay to the Order of \_\_\_\_\_ \$

\_\_\_\_\_ Dollars

Memo \_\_\_\_\_

⬠: XXXXXXXXX ⬠: 0000 0000 000000 “⬠

This is the 9 digit Transit / ABA Bank Routing number.

The Account number is usually to the right of the Routing number. Some Financial Institutions add the check number between the Routing and Account numbers