



ACH Recurring Payment Authorization Form

Recurring Payments Will Make Your Life Easier:

- It's convenient (saving you time and postage)
- Your payment is always on time (even if you're out of town), eliminating late charges

Here's How Recurring Payments Work:

You authorize regularly scheduled charges to your checking or savings account. You will be charged your monthly invoice amount each billing period.

Please complete the information below:

I, _____, an authorized representative of _____,
(name) (company name)
 authorize Allen Street Consulting to charge my bank account indicated below on the 1st day of each month for payment of my Payroll/Bookkeeping Services.

Billing Address _____ Phone# _____
 City, State, Zip _____ Email _____

Account Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings Name on Acct _____ Bank Name _____ Account Number _____ Bank Routing # _____ Bank City/State _____	
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SIGNATURE _____ TITLE _____ DATE _____

I understand that this authorization will remain in effect until I cancel it in writing, and I agree to notify Allen Street Consulting in writing of any changes in my account information or termination of this authorization at least 15 days prior to the next billing date. If the above noted periodic payment dates fall on a weekend or holiday, I understand that the payment may be executed on the next business day. I understand that because this is an electronic transaction, these funds may be withdrawn from my account as soon as the above noted periodic transaction dates. In the case of an ACH Transaction being rejected for Non Sufficient Funds (NSF) I understand that Allen Street Consulting may at its discretion attempt to process the charge again within 30 days, and agree to an additional \$25.00 charge for each attempt returned NSF which will be initiated as a separate transaction from the authorized recurring payment. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law. I agree not to dispute this recurring billing with my bank so long as the transactions correspond to the terms indicated in this authorization form.