



APOLLO
Answering Service, LLC

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ACH Recurring Payment Authorization Form

Schedule your payments to be automatically deducted from your business checking account.
Just complete and sign this form to get started!

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 bank account. You will be charged each billing period for the total amount due for that period. You will receive notice of the charge amount each month on your invoice which emailed to you 7 days before the charge date. A receipt will be emailed to you and the charge will appear on your bank statement.

Please complete the information below:

The undersigned client (Company name) authorizes Apollo Answering Service, LLC to debit the bank account indicated below on the 27th of each month. Client understands that it will receive advance notice of the exact charge amount 7 days before the charge date.

Company Name: _____ Apollo Account #: _____

Billing Address: _____

Telephone #: _____ Email: _____

Account Type: Checking Savings **Account Class:** Business Individual

Name on Account: _____

Financial Institution Name: _____

Bank Account #: _____

ABA/Routing # for ACH: _____

Banks City & State: _____

This Business Bank Account is Enabled for ACH Transactions Yes No

NAME _____ TITLE _____

SIGNATURE _____ DATE _____

I certify that I am an authorized representative of the Company indicated above and that I have the authority to authorize these payments on the Company's behalf. Company understands that this authorization will remain in effect until it is canceled in writing, and agrees to notify Apollo Answering Service, LLC in writing of any changes in its account information or termination of this authorization at least 15 days prior to the next billing date. If the above noted payment dates fall on a weekend or holiday, Company understands that the payments may be executed on the next business day. Company understands that because these are electronic transactions, these funds may be withdrawn from its account as soon as the above noted transaction dates, and that it will have limited time to report and dispute errors. In the case the transaction is returned for Non Sufficient Funds (NSF) Company understands that Apollo Answering Service, LLC may at its discretion attempt to process the charge again within 30 days, and agrees to an additional \$15.00 charge for each attempt returned NSF, which will be initiated as a separate transaction from the authorized payment. Company has certified that the above business bank account is enabled for ACH transactions, and agrees to reimburse Apollo Answering Service, LLC for all penalties and fees incurred as a result of Company's bank rejecting ACH debits or credits as a result of the account not being properly configured for ACH transactions. Both parties agree to be bound by NACHA Operating Rules as they pertain to these transactions. Company acknowledges that the origination of ACH transactions to its account must comply with the provisions of U.S. law. Company agrees not to dispute these scheduled transactions with its bank provided the transactions correspond to the terms indicated in this authorization form.