

Bank Authorization Agreement



CLIENT NAME _____

CLIENT ADDRESS _____

BANK NAME _____

ACCT# _____ ROUTING# _____

BANK is hereby authorized and instructed to honor charges to CLIENT'S DDA (demand deposit account) for payroll, payroll tax liabilities and processing fees which charges will be initiated by PAYROLL MANAGEMENT INC. (P.M.I) If Bank does not or cannot honor such charges or if BANK is contacted by CLIENT regarding any authorized deductions, including electronic deductions, BANK is additionally instructed to contact P.M.I immediately at (207) 783-6880 and notify P.M.I. of the circumstances.

The frequency and amount of charges shall be determined from information furnished by or on behalf of the Client as described on the CLIENT INFORMATION/TERMS AND CONDITIONS on file with P.M.I for Client. Client consents to all terms and conditions contained in said CLIENT INFORMATION/TERMS AND CONDITIONS.

In consideration of BANK's compliance with this authorization and instruction, Client agrees that treatment of such charges and BANK's rights in respect to it shall be the same as if the charges were signed personally by Client and that BANK shall not be responsible for the frequency nor amounts of such charges.

Client will provide P.M.I a voided check or deposit slip for the DDA indicated.

CLIENT hereby agrees to terms described within this agreement. This authorization shall remain in effect until revoked in writing by CLIENT.

Terms and Conditions Related to the use of Direct Deposit and the ACH Network. By signing the form, you have agreed to the following terms:

- a. All ACH Entries initiated on your behalf must comply with the NACHA Operating Rules
- b. All ACH Entries initiated on your behalf must comply with U.S. Law. You are warranting that the payments we send on your behalf are not intended for recipients listed on the Specially Designated Nationals list administered by the Office of Foreign Asset Control (OFAC)
- c. The use of the ACH Network will be limited to items related to the processing of payrolls including, but not limited to, direct deposits, net checks, payroll taxes, agency payments, tax payments and processing fees.
- d. Our use of the ACH Network on you can be terminated by Payroll Management Inc. for failure to adhere to any of these Terms as well as for any other agreed upon reason for termination

We have the right to audit your compliance with these Terms and Conditions. We are not required to do this and would only be necessary in the event that Payroll Management Inc. is having compliance issues within the ACH Network or with our Banking Partners.

Officer Signature _____ Printed Name _____ Date _____

**Client please attach a copy of check or voided check.*