



## ACH AUTHORIZATION FORM

### Receive payments faster by enrolling in Offix's ACH Program!

ACH is an electronic transfer of funds into your bank account. To enroll, please complete the information below. If you are not sure what your ACH routing/ABA number is, please check with your financial institution or attach a voided check. All record retention and transactions are NACHA compliant.

email to [ar@offix.com](mailto:ar@offix.com)

Payee \_\_\_\_\_

Contact Person any issues \_\_\_\_\_

Email address \_\_\_\_\_

Phone \_\_\_\_\_

Financial Institution Name \_\_\_\_\_

Name on Bank Account \_\_\_\_\_

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

ACH Routing / ABA Number \_\_\_\_\_

### Certification:

I/we request payment by ACH from Offix, LC. I/we understand this change is effective for all future payments. To change back to payment by check, a written request must be submitted. I/we further agree to notify Offix, LC immediately when company bank information changes.

### Check one:

- I am an officer of the company
- I am an authorized representative of the company

\_\_\_\_\_  
Certified by Name and Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Phone number if different from above