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Authorization Agreement for Clearing House (ACH) Debits/Credits

I (We) hereby authorize Duncan, Messersmith & Associates, Ltd. as agent for my employer, hereinafter called, The AGENT and COMPANY, respectively, to initiate Automated Clearing House (ACH) transactions on our:

___ **Checking account**

___ **Savings account**

Indicated below and the depository named below, hereinafter called DEPOSITORY, to credit and/or debit the ACH entries to such account. Debit entries will only be in the event of error in original deposit and not without notification to the COMPANY and employee prior to any debit transaction being initiated by the AGENT.

Bank Name _____

Routing #: _____

Account #: _____

This authority is to remain in full force and effect until The COMPANY and/or AGENT has received written notification from me of its termination in such time and in such manner as to afford The COMPANY and/or AGENT and DEPOSITORY a reasonable opportunity to act on it.

Printed Name _____

Email Address _____

Signature _____

Date _____

***** Please attach a voided or blank check from your financial institution *****

Place voided check here

Print document, sign where indicated, attach voided check and return to Duncan, Messersmith & Associates, Ltd.