



ACH Recurring Payment Authorization Form

Schedule your payment to be automatically deducted from your 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 will always be on time

Here's How Recurring Payments Work:

You authorize regularly scheduled debits to your checking account. Your account will be debited the amount agreed to in the Integrated Online Enrollment Service Agreement or applicable Vendor Authorization agreement.

Note: You must provide notification at least 21 days prior to your due date of any changes to your ACH account information.

Group Number# _____

Please complete the information below:

I _____ authorize Integrated HR Systems LLC to debit the bank
(full name)
account indicated below on or about the 1st of each month for payment of amounts due.

Billing Address _____ Phone# _____

City, State, Zip _____ Email _____

Account Type: Business Checking

PLEASE ATTACH COPY OF VOIDED CHECK

Name on Acct _____

Bank Name _____

Bank Routing # _____

Account Number _____

Bank City/State _____



Terms and Conditions: I understand and agree that any and all changes in my account information, including requests to terminate this agreement, must be in writing and be delivered to company, at the above address, at least 21 days prior to the next due date. If the payment due date falls on a weekend or holiday, I understand and agree that the payment may be executed on the next business day. I understand and agree that as this is an electronic transaction, adequate funds must be available for withdrawal from my account by the payment due date. In the case of an ACH transaction being rejected for Non Sufficient Funds (NSF), submission error, or other bank related return reasons I understand and agree that Integrated HR Systems LLC may at its discretion resubmit the ACH debit transaction within thirty (30) days. I understand and agree that, in accordance with the Integrated Online Enrollment Service Agreement, late charges may be assessed if the amount due is not received by Integrated HR Systems LLC by the end of the grace period. I also understand and agree that a return item charge may be assessed for each returned ACH debit.

I acknowledge that the origination of ACH transactions to my account must comply with provisions of U.S. law and agree not to dispute this recurring billing with my bank so long as the transactions correspond to the terms indicated in this authorization form.

SIGNATURE _____

DATE _____