



Your postage and/or invoice payments can be sent via electronic direct debit directly from your bank account to ours. Please, fill in the authorization form below and fax to us at (415) 252-9100.

**AUTHORIZATION AGREEMENT FOR DIRECT PAYMENTS  
(ACH DEBITS)**

Company Name \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Phone #: \_\_\_\_\_

I (we) hereby authorize Direct Mail Center to initiate debit entries to my (our)

Checking Account       Savings Account      (select one)

indicated below at the depository financial institution named below, hereafter called DEPOSITORY, and to debit the same to such account.

I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law.

I understand that a processing fee of \$10 per transaction will be added to my debit amount.

Depository Name \_\_\_\_\_ Branch \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Routing Number \_\_\_\_\_ Account Number \_\_\_\_\_

Dollar Amount: \$ \_\_\_\_\_

This authorization is to remain in full force and effect until Direct Mail Center has received written notification from me (or either of us) of its termination in such time and in such manner as to afford Direct Mail Center and DEPOSITORY a reasonable opportunity to act on it.

Name(s) \_\_\_\_\_  
(Please Print)

Date \_\_\_\_\_ Signature \_\_\_\_\_