



AUTHORIZATION AGREEMENT FOR ELECTRONIC FUNDS TRANSFER

- New EFT Account
- Change EFT Reporting Method
- Change Bank Account on _____
- Change Contact Name or Phone Number

See following page for instructions on completing this authorization agreement.

Section I

ENTITY NAME		
DBA (DOING BUSINESS AS)		BUSINESS PHONE NUMBER ()
CONTACT PERSON		CONTACT PHONE NUMBER ()

Complete Section II or III below (not both):

Section II

- ACH Debit**

US HOUSING CONSULTANTS is hereby authorized to initiate debit entries to the bank account identified below and the bank is authorized to debit such account. This authority is to remain in full force until EFT payments are no longer desired or until US HOUSING CONSULTANTS and the entity above mutually agree to terminate participation in the EFT program.

BANK NAME		
BANK ACCOUNT NUMBER (not to exceed 17 digits)		Type of Account <input type="checkbox"/> Checking <input type="checkbox"/> Savings
ROUTING NUMBER		
SIGNATURE OF TAXPAYER OR AUTHORIZED REPRESENTATIVE	TITLE OF SIGNER	DATE
PRINT NAME OF SIGNER AND CAPACITY IN WHICH SIGNED		

IMPORTANT: To process the ACH, you must attach a voided check for the account to be debited. Your voided check will verify bank account and routing numbers. If you are unable to provide a voided check, a bank specification sheet may be used instead of the voided check.

Section III

- PROCESSING DATE**

Please select the date that funds will be drawn from the account above when invoices are issued:

<input type="checkbox"/> Invoice Date	<input type="checkbox"/> 5 Days After Invoice Date	<input type="checkbox"/> Invoice Due Date
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Return this form to US HOUSING CONSULTANTS via email at Debbie@us-hc.com or fax at 603-736-4777

Instructions for Completing the EFT Authorization Agreement Form

General

Please type or print clearly and return this form to US Housing Consultants, LLC. Be sure to make a copy for your records.

Section I

Complete all blocks in this section. Your account number is required, for example (044-123456).

Section II and III

Complete one of these sections, **not** both.

Complete Section II if you select ACH Debit, or Section III if you select ACH Credit. After making your decision, please check the appropriate box and complete every block of information for the method selected.

If the ACH Debit method is chosen, a voided check must be attached to this completed form. Your voided check will verify bank account and routing numbers.

The example of a voided check, shown below, indicates where to locate the routing number for your bank and your bank account number. Remember to mark the word "void" across the face of the check that you return with the authorization agreement.

The diagram shows a check with the following details:

- Payor: ABC BUSINESS, 1234 Park Avenue, Anytown, CA
- Payee: PAY TO THE ORDER OF _____
- Amount: \$ XXX.XX
- Bank: Anywhere Bank U.S.A.
- Check Number: 1044
- Routing Number: 1234561304
- Account Number: 133404567

Labels 1, 2, and 3 are placed below the check to identify the routing number, bank account number, and check number respectively.

- 1 Routing Number (requires 9 digits)**
- 2 Bank Account Number (not to exceed 17 digits)**
- 3 Check Number**