



Excel Office Services, Inc. (EOS) is offering its clients an opportunity to remit invoice payments electronically via Automated Clearing House (ACH). Payments will be sent via electronic transfer and automatically charged to your bank account at your U.S. financial institution. Payments made via ACH are widely viewed as being secure and eliminate the 3 to 5-day mail time, providing peace of mind to the payer that their invoices do not go outstanding.

The information requested below is required to initiate the ACH payment method to your account, and will enable EOS to make timely, accurate electronic transfers from your U.S. financial institution.

Remit to Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Telephone: _____ **Email:** _____

Client Name: _____

Billing Address: _____

Bank Name: _____

Account Type: Checking Savings

Bank Account #: _____ **Bank Routing #:** _____

Client agrees that EOS may reverse any electronic payment that is determined to be fraudulent, duplicate or made in error. I certify the depository information list above in accurate and I authorize EOS to process payments of open or outstanding invoices electronically via ACH.

Signature: _____ (Authorized Representative) **Date:** _____

Print Name: _____ **Title:** _____

Return via email: accountingteam@excelofficeservices.com