



## DIRECT PAYMENT PLAN

### The Direct Payment Plan will help you in several ways:

- Saves time - fewer checks to write
- Helps meet your commitment in a convenient and timely
- No lost or misplaced statements, your payment is always on time
- Saves on postage
- Easy to sign up
- Easy to cancel
- No late charges

### The Direct Payment Plan work as follows:

You authorize regularly scheduled payments to be made from your checking or savings account. Your payments will be made automatically on the specified day. You will receive an invoice showing the dollar amount that was transferred. The transfer of funds will be made 24 hours after you receive your invoice. This will allow you to ask billing questions or request changes if applicable.

The authority you give to charge your account will remain in effect until you notify us in writing to terminate the authorization.

## AUTHORIZATION FOR DIRECT PAYMENT

I authorize Partners HR and the financial institution named below to initiate entries to my checking/savings account. This authority will remain in effect until I notify you in writing to cancel it in such time as to afford the financial institution a reasonable opportunity to act on it. I can stop payment of any entry by notifying my financial institution three days before my account is charged.

Bank Name: \_\_\_\_\_

Address: \_\_\_\_\_

Account Number: \_\_\_\_\_ Routing Number: \_\_\_\_\_

Checking  Savings

Client Name: \_\_\_\_\_ Authorized Representative: \_\_\_\_\_

Client Address: \_\_\_\_\_

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