



Re: ACH Debit Block Instructions

Dear Client:

In order for Paypro to process your payroll ACH transactions the attached "ACH Debit Block Instructions" form must be completed by you and your bank. This form must be returned to Paypro no later than five business days prior to your first process date. Failure to do so will result in your payroll being processed without ACH services.

Should you have any questions, please do not hesitate to contact me.

Sincerely,

Professional Services



ACH Debit Block Instructions

(To be completed by the Company)

Does your company use ACH account blocks? Yes No

Company employee that Paypro Corporation can communicate with to insure that the ACH debits originated by Paypro are not blocked.

Name: _____

Phone #: _____

Email address: _____

Account Name: _____ Account Number: _____

Bank employee that Paypro Corporation can communicate with to insure that the ACH debits originated by Paypro are not blocked.

Bank Contact Name: _____

Bank Contact Phone/Fax: Ph: _____ Fax: _____

By signing below, I authorize the Bank to communicate with Paypro to insure that the CCD and PPD Debit transactions originated by Paypro are not blocked by any ACH debit restrictions on the above account(s).

Authorized Signer Signature: _____ Date: ___/___/___

(To be completed by Company's Bank)

Paypro originates both CCD and PPD Debit transactions using the Company Identification value of 2-11311563.

The Bank confirms that CCD and PPD Debit transactions originated by Paypro using the Company Identification value specified above are not blocked by any ACH debit restrictions on the above account(s).

Signed by: _____

Title: _____

Bank Contact Phone/Fax: Ph: _____ Fax: _____

Date: ___/___/___



Paypro Corporation Laser Check Signature Form

Client ID Number: _____ Client Name: _____

EDS: _____ Date Given to IT: _____ IT Completed: _____

Please Sign Within The Boundaries of the appropriate boxes making sure that all three (3) boxes are filled out. Signatures should be in **Dark ink** preferably **Black**.

With double signatures please be sure that BOTH signatures are written in all three (3) boxes. To be assured of a clear signature please sign as neatly as possible.

SINGLE SIGNATURES ONLY

Please sign in all 3 Boxes
Signature must be in white area only!

DOUBLE SIGNATURES ONLY

Both Parties please sign in all 3 Boxes
Signature must be in white area only!