



14800 Charlson Road
 Eden Prairie, MN 55347
 P: (877) 767-2435
 F: (952) 934-3411
 www.tchek.com

ELECTRONIC FUNDS TRANSFER (EFT) AUTHORIZATION FORM

COMPLETE AND RETURN TO:
 T-CHEK SYSTEMS
 14800 CHARLSON ROAD
 EDEN PRAIRIE, MN 55347

I authorize you and the financial institution named below to automatically debit/credit my account (this includes my authorization to you to reverse any entries made in error <credit>). This authority will remain in effect until I give written notice to cancel it.

Company Number (For T-Chek Use):

Date:	
Type of Account: <input type="checkbox"/> Checking <input type="checkbox"/> Savings	
Financial Institution:	
Branch:	Branch Phone Number: () -
City:	State:
Company Name:	
Signature:	
Transit Routing Number (9 digits):	Account Number:
Frequency per Week: <input type="checkbox"/> 1X <input type="checkbox"/> 2X <input type="checkbox"/> 3X <input type="checkbox"/> 4X <input type="checkbox"/> 5X	
Days of the Week: <input type="checkbox"/> MON <input type="checkbox"/> TUE <input type="checkbox"/> WED <input type="checkbox"/> THU <input type="checkbox"/> FRI	

STAPLE VOIDED CHECK HERE

(If financial institution is a credit union, staple a voided deposit ticket here in addition to the voided check)



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Electronic Funds Transfer (EFT)

EFT provides an effective alternative to costly bank wires, can eliminate the time-consuming and expensive procedures involved in preparing and mailing checks, as well as eliminate costly overnight delivery charges and the uncertainty associated with regular mail delivery.

T-Chek has two convenient EFT options; Company or T-Chek initiated. EFT is not a collected funds transfer so the number of transfers done in a week affects the credit limit available on the account. Following is an example of limits based on frequency, which is applicable to either the Company or T-Chek initiated options:

An account supplies a \$50,000 Letter of Credit and chooses to pay by EFT:

<u>Frequency</u>	<u>Available Limit</u>	<u>Factor</u>
1 time or 2 times per week	\$33,333	1.50
3 times or 5 times per week	\$40,000	1.25

How the two options work:

I. Company Initiated

- A. Contact your bank for rates and setup requirements. The bank may have software available that will allow you to setup and transmit the EFT directly from your office computer. Or the bank may send the EFT based on your phone call to them or simply a fax request from you.
- B. T-Chek will provide you with the appropriate routing and account information. We recommend you transmit a "pre-note" (a zero dollar test transaction required by the EFT member banks) transaction at least 10 days prior to your first payment to ensure the EFT has been set up properly to avoid unnecessary delays.
- C. The EFT "effective date" on the transfer should be set for the following business day to ensure your T-Chek account remains in a current status. T-Chek will credit your account by 1:00 pm central time on the day received.

II. T-Chek Initiated

- A. Complete the Electronic Funds Transfer (EFT) Authorization Form. Attach a voided check and return this form to T-Chek. The voided check is used to derive the exact routing number of your bank.
- B. A "pre-note" will be transmitted to your bank to confirm the routing information and ensure no delays are experienced on the first payment.
- C. On the days agreed to by T-Chek and the company, T-Chek will electronically debit your bank account and a fax will be sent indicating the amount of the EFT. This amount will be credited to your T-Chek account on that day. The debit to your bank account will post the following day.