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Web Development · Web Hosting · Dedicated Servers · Site Management · Mobile Sites · Database Services · SEO/SEM

## ACCOUNTS PAYABLE DIRECT DEPOSIT (ACH) ENROLLMENT FORM AND AGREEMENT

Please Print Clearly

Payee Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Payee Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact E-mail: \_\_\_\_\_

Financial Institution: \_\_\_\_\_

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

Account Nbr \_\_\_\_\_ **Checking Savings**

I hereby authorize iBest.net, LLC to automatically deposit payments to the account listed above under the terms and conditions of this Direct Deposit (ACH) Enrollment Form and Agreement. I certify that I am authorized to enter into this agreement on behalf of the account holder. I verify that the information provided on this form is correct and that iBest.net, LLC may rely on it.

Authorized Signature: \_\_\_\_\_

Title: \_\_\_\_\_

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

For iBest.net Use Only Please		
Accepted		
ABA Verified		
Test Deposit Amount		
Test Deposit Date		
Verified on		



## INSTRUCTIONS TO PAYEE/VENDOR

The Direct Deposit (ACH) Enrollment Form and Agreement allows iBest.net, LLC's Accounts Payable Department to automatically deposit payments directly into a financial account of a vendor.

1. Complete the form.
2. Sign and date where indicated and forward the completed form to the iBest.net, LLC Accounting Office for processing. Fax the completed form to 910-791-8675
3. All accounts will be prenoted (tested) to ensure the information provided is valid.

**Incorrectly completed forms may cause significant delays in establishing direct deposit payments.**

## TERMS AND CONDITIONS

1. Prenoting procedure: iBest.net, LLC will make an initial deposit into vendors account of an unstated value. To assure vendor has received the deposit in the proper account, vendor will contact iBest.net, LLC upon receipt of the initial deposit and will disclose the deposit amount. If the deposit received matches the deposit iBest.net, LLC initiated, then ACH will be considered verified and valid.
2. Payee/Vendor agrees to accept payment by iBest.net, LLC through electronic funds transfer (EFT) and that Best.net, LLC can rely on the information provided on the front of this form.
3. This agreement applies to and amends all agreements with iBest.net, LLC by incorporating these terms and conditions for electronic payment. However, these terms and conditions neither enlarge nor diminish the respective rights and obligations contained in any other agreement with you. The payment terms are not affected. iBest.net, LLC will consider payment to have been received by you when your financial institution has received or has control of the payment.
4. Payments to you will be deposited into the account designated on the front of this Direct Deposit (ACH) Enrollment Form and Agreement until iBest.net, LLC is notified in writing that you wish to cancel this authorization or designate a different financial institution or account. A minimum of fifteen (15) banking days will be needed to execute your changes.
5. iBest.net, LLC has the right to adjust future payments if payments previously made are found to be duplicates, in excess of requirements, fraudulent, in error, or require any other adjustment under the terms of an agreement with you. This may be accomplished by using an ACH debit.
6. iBest.net, LLC will not be responsible for any loss arising solely from error, mistake, or fraud regarding information on your Direct Deposit (ACH) Enrollment Form and Agreement.