



Credit Card / E-Check Addendum

Please TYPE All Information

Dear Valued Customer:

If you are interested in using your credit card as payment on your account, please complete the following information required into this *type-able adobe reader template* and return to us via fax or mail (only scanned copies are accepted via e-mail as a signature is required for processing). All information below is required for process; applications can not be processed if any information is missing. Please contact our Accounting Department if you do not know your UserName or Account # and we will be happy to supply them.

Automatic Authorization - Office Ally's Accounting Department will retain your submitted credit card information on your company file. Each month your account has a positive outstanding balance, your credit card on record will automatically be charged and noted on your future monthly invoice. Future invoices will be sent via e-mail. If at any time you wish to discontinue automatic payments, please send a cancellation letter on company letter head outlining your request to Office Ally. Please allow up to one business cycle for the cancellation to take effect.

If you have any questions, please contact our Accounting Dept @ (866) 575-4120 Option # 4. Once this form is received, your account will be updated within 3 business days and will be available for charging at that time. We will begin automatic processing with first invoice.

Account Information:

Company Name: Date Submitted

Office Ally UserName: Contact #: Account # (6-digits)

Payment Options:

(Complete either the Credit Card or E-Check information)

Credit Card Payment:

Name EXACTLY as it reads on card:

Billing Address for Credit Card:

City: State: Zip:

Credit Card Type Credit Card #: - - -

Expiration CVV Code (3-digits)

SIGNATURE of Cardholder: _____

Electronic Check Payment:

Name on Checking Account:

Address on Check:

City: State: Zip:

Checking Account #: Routing #: (9 digits)

SIGNATURE of Account Holder: _____

Fax completed form to: Office Ally at (360) 896-2151