

Check-by-Phone Payment Authorization Form

This document, or a similar document containing all necessary information (as shown below), is required to be sent to your customer unless you record incoming calls and keep them for the required** length of time. We strongly recommend you return a copy of this notice to your customer via e-mail or fax rather than USPS because a settlement can only occur after the customer has received notification.

Written Notification of TEL Transaction

Via incoming phone call on _____/_____/_____, our customer, _____, authorized the debiting of their account:
(authorization date) (customer name)

Routing Number _____ Account Number _____

Check # _____ (Remind customers to VOID that check and deduct the amount from their balance) in the amount of \$_____.

This electronic debit will take place on or after ____/____/_____. Should the customer have any questions regarding this transaction, they may contact our business at:

Note: If this telephone-initiated debit is returned to us, it will be re-presented electronically and your account will be debited for the amount of the transaction plus a fee of *\$_____.

*Please note that the dollar amount of the check fee will be determined by the company's state of residence. Use the state-mandated fee for your state. If you don't know what the fee is, contact your Payliance sales representative or call us directly at 866-984-1346.

E-mail to: _____ at _____ (or)
Customer Name E-mail Address

Fax to: _____ at _____
Customer Name Fax Number

Fax/E-mail from:

**The original telephone recording or a copy of this document must be kept on file for legal purposes for no less than two (2) years.