Partner **Rewards**



ACH Authorization Form for DELUXE Partner Rewards Program (PR) Commission Payments

Deluxe Corporation (Deluxe) and with respect to Deluxe posting PR commiss House System (ACH):	sion payment	(PR s to the Mem	Member Name) hereby aber through the Automa	agree as follows ted Clearing
1. <u>Authorization</u> Deluxe is authorized to period to the account identified in Section 2 below. By maintained for business purposes and can account the section of the sect	completing a	and signing th	nis form you agree that th	
2. Account The PR commission payments sho	uld be posted	I to the follow	ving account:	
Name on Account:				
Financial Institution where account is house	ed:			
ABA Routing Number (9 digits):				
Account Number (max 17 digits):				_
Account Type:		☐ GL	☐ DDA	
3. PR Member Contact Information				
Contact Name:	Phone:		Email*:	
PR Member Address: (where report is mailed to)				
City:		State:	Z	ip:
*In the near future we will have the ability to be deposited and to relay important prograr Check here if you would like to decline t	m information	ail notificatior		on payment will
Two signatures are required unless your busines Management) and a Manager in Accounts Recei authorization form you will be subject to the Go page 2 of this form.	ss is a sole pro vable or the Ti	pprietorship. reasury/Bank	Accounting function. By s	signing this
Printed Name:	Print Nam	ted ne:		
Signature	Sign	gnature		
Title	Title			
			Company ID	E use only:
			Entered on E Date:	BSINET by:
			Date: _	

Please fax the completed and signed ACH Authorization Form to:1-866-898-8899

- 4. <u>Governing Rules</u> Payments transmitted through the ACH pursuant to this Authorization Form comply with all National Automated Clearing House (NACHA) rules and regulations. The NACHA CTX format will be used and the Member understands and acknowledges that Deluxe will electronically deliver the remittance data to the Member's designated Depository Institution (as shown in Section 2 above). In the unlikely event of an error, the Member authorizes Deluxe to make adjustments to correct the error.
- 5. <u>Scope of Agreement</u> This Authorization Form is only meant to govern the processing of PR commission payments through the ACH and no other contracts or agreements between the parties shall be modified, amended or otherwise altered by reason hereof.
- 6. <u>Term</u> This Authorization Form shall be valid until terminated by one party upon thirty (30) days written notice to the other. The Trading Partner will provide Deluxe with at least thirty (30) days prior written notice of any change in the Account. Deluxe will not be responsible for any delay in crediting a PR commission payment occasioned by a failure to give timely notice. Deluxe will maintain the confidentiality of the bank information you provide and will use the information only for purposes of the ACH PR commission payment.

Frequently Asked Questions About ACH Direct Deposit and Tax Payer Identification Number Request Forms

1. What is ACH?

ACH stands for "Automated Clearing House." ACH provides the network infrastructure that allows funds to be transmitted electronically to a bank account.

2. When are ACH payments made?

Payments are paid quarterly within 30 days of the end of the quarter.

3. Can I fax my ACH direct deposit and Tax Payer Identification Number Request forms back to Deluxe? Yes. Please fax the completed forms to 1-866-898-8899, Attn: Partner Rewards.

4. What if I don't choose the ACH direct deposit payment option?

Deluxe will mail you paper checks to pay your commissions and potential program bonuses, however, we will require a minimum amount payable of \$25.00 per commission period. At the end of the year, accrued commissions that have not met the \$25 minimum will be paid out. ACH commission payments do not have a minimum amount requirement.

5. Who do I contact if I have questions or have future changes to my ACH account information? Contact Referral Rewards at 1-800-346-5359, extension 522389.

6. Why do I have to complete the Tax Payer Identification Number Request form?

Deluxe is required by the IRS to issue a 1099 for annual commission payments greater than \$600 for all non-exempt businesses. The Tax Payer Identification Number Request form is used to capture the business tax ID number.

7. What if my business is exempt?

If your business is exempt from paying taxes on commission income, complete #4 on the Tax Payer Identification Number Request form.

8. When will I receive a 1099?

If your business received \$600 or more in Deluxe Partner Reward Program commissions, you will receive your 1099 by the end of January for the prior year.