



# ACH Authorization for Remittance Account Transfer

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|---|--------------|---|
| For fastest processing, submit this form online via support request. You may also use one of the following methods: | <b>Fax</b>   | <b>Mail</b>                                   |
|   | 608-245-3623 | BASIC, PO Box 14015<br>Madison, WI 53708-0015 |

## CLIENT/EMPLOYER INFORMATION

|                        |            |  |           |                         |     |  |
|------------------------|------------|--|-----------|-------------------------|-----|--|
| Client/Employer Name:  |            |  |           | Employer ID (12-digit): |     |  |
| Client/Employer Email: |            |  |           | Client/Employer Phone:  |     |  |
| Primary Address:       | Address 1: |  |           |                         |     |  |
|                        | Address 2: |  |           |                         |     |  |
|                        | City:      |  |           |                         |     |  |
|                        | State:     |  | ZIP Code: |                         | +4: |  |

## FINANCIAL INSTITUTION/BANK ACCOUNT INFORMATION

|                                |  |  |           |                 |     |  |
|--------------------------------|--|--|-----------|-----------------|-----|--|
| Account Type:                  | <input type="checkbox"/> Business Checking <input type="checkbox"/> Business Savings |  |           |                 |     |  |
| Routing Number (9-digit):      |  |  |           | Account Number: |     |  |
| Financial Institution Name:    |  |  |           | Branch:         |     |  |
| Name on Account:               |  |  |           |                 |     |  |
| Financial Institution Address: | Address:   |  |           |                 |     |  |
|                                | City:  |  |           |                 |     |  |
|                                | State:   |  | ZIP Code: |                 | +4: |  |

## REMITTANCE ACCOUNT TRANSFER INFORMATION

|   |   |               |  |                                      |
|---|---|---------------|--|--------------------------------------|
| Start Date:                               |   | End Date:     |  | <input type="checkbox"/> No End Date |
| Frequency:                                | <input type="checkbox"/> Monthly                | Day of Month: |  |                                      |
| Transfer Amount:<br><i>(minimum \$25)</i> | <input type="checkbox"/> Full Available Balance |               |  |                                      |

## ACH ORIGATION AGREEMENT

- 1) The Client has authorized BASIC to originate entries on behalf of the Client to receiver's accounts.
- 2) The Client agrees to be bound by NACHA rules, which includes the following:
  - a. Will not originate entries that violate the laws of the United States, including Office of Foreign Asset Control compliance;
  - b. Will comply with restrictions placed on the types of entries that may be originated;
  - c. Gives BASIC the right to terminate or suspend the agreement for breach of these rules in a manner that permits BASIC to comply with these rules;
  - d. Gives BASIC the right to audit the Client's compliance with the Origination Agreement and these rules.
- 3) BASIC agrees that, before permitting a Client to originate any entry directly or indirectly through BASIC, it will enter into an agreement with the Client that satisfies each of the requirements of Article 2, Subsection 2.2.2.1.
- 4) Entries may be transmitted through the ACH network.



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- 5) Client and BASIC shall comply with the security procedure requirements described in the agreement with respect to entries and related information transmitted by Client to BASIC (Article One, Subsection 1.6).
- 6) Client and BASIC shall comply with the security procedure requirements described in the agreement with respect to entries and related information transmitted by Client to BASIC (Article One, Subsection 1.6).
- 7) Credit given by the RDFI (Receiving Depository Financial Institution) to the receiver of the entry is provisional until the RDFI has received the final settlement through a Federal Reserve Bank or otherwise has received payment as provided for in Section 4A-403(a) of Article 4A.
- 8) If the RDFI receives no such payment for the entry, the RDFI is entitled to a refund from the receiver in the amount of the credit to the receiver's account. The Client will not be considered to have paid the amount of the credit entry to the receiver.
- 9) The Client must establish, implement, and update, as appropriate, policies, procedures, and systems with respect to the initiation, processing, and storage of entries that are designed as follows:
  - a. To protect the confidentiality and integrity of the Protected Information until its destruction;
  - b. To protect against anticipated threats or hazards to the security or integrity of Protected Information until its destruction; and
  - c. To protect against unauthorized use of Protected Information that could result in substantial harm to a natural person.
- 10) Such policies, procedures, and systems must include controls that comply with applicable regulatory guidelines regarding access to all systems used by the Client to initiate, process, and store entries.

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## AUTHORIZATION

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Premium payments received from participants are posted to your Remittance Account. This posting is normally scheduled for the 7th of each month for premiums received up to the date of remittance, including all funds received to that point for the previous calendar month's (and any earlier month's) obligations. Weekends, holidays, or other circumstances may affect the timing. Only the amount currently due for a participant will be remitted. Any prepayments or overpayments will be held and applied to future remittances. If a participant payment is rejected for non-sufficient funds (NSF) that amount will be subtracted from your Remittance Account balance and/or next remittance. If there are not sufficient funds to cover the returned payment, you will be asked to return a portion of a prior distribution. Funds posted to your Remittance Account are held there until you move them, either by requesting a transfer through your online account or by completing this form.

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**Print Name**

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**Title**

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**Signature**

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**Date**