



Office Center ePay

Instructions for signing up your customers/parents for ePay - automatic bank account debit using Office Center:

1. Print out or photocopy as many as copies of the Voided check forms (below) you think you will need. (You may want to write in your business name on the form for the parent before you photocopy them).
2. Have parents fill out/sign the form and give you a voided check
3. This signed agreement is between your business and your customer that contains sensitive data. Please be sure to keep these forms secure and protected place.

**Emerging Technologies, PO Box 1539, Mt. Shasta, CA 96067
Questions? Feel free to call (800)729-4445**

Customer/Parent Form – please fill out and return to center

ACH Authorization Agreement – Direct Payments

I hereby authorize the ACH Processor Payliance, in partnership with Emerging Technologies
(software company initiating ACH transactions) on behalf of: _____

(school/ child care business/merchant’s name)

to initiate reoccurring debit entries to my bank account indicated below for all tuitions charges,

registrations, activities, fees & services, as agreed upon in: _____’s
(school/child care business /merchant’s name)

policies & prices outlined in parent handout, (Please initial you have received handout)

(initial) ←

I acknowledge that the origination of ACH transactions to my account must comply with the provisions of both State and U.S. law.

CUSTOMER'S BANK INFORMATION

Bank Name _____

Branch _____ (if more than one in same city)

City _____ **State** _____ **Zip** _____

Routing Number _____ **Account Number** _____

Checking **Savings Account** (select one)

This authorization is to remain in full force and effect until Payliance has received written notification from me (customer) via the merchant named above of its termination in such time and in such manner as to afford Payliance and all processing banks involved a reasonable opportunity to act on it, a minimum of 15 days. In addition, I also indemnify and hold the business merchant named above, Emerging Technologies, and Payliance harmless from damage, loss, or claim resulting from all authorized actions hereunder.

Customer’s Signature / /
Date

**Please Attach a Voided Check
Here**

