



Cityside Management – ACH Payment Enrollment Form

If you would like to participate in our ACH/Electronic payment option, please print this form and return to Vendor Management at vendormgmt@citysidecorp.com or 603-782-2420 **with a voided check**. **If you do not send a voided check, we will disregard the ACH Form.** ACH Payments will take effect after the 2nd payment cycle after we receive the ACH forms.

AUTHORIZATION AGREEMENT FOR PREAUTHORIZED DEPOSITS (ACH CREDITS)	
Company Name:	
I (we) hereby authorize Cityside Management Corporation, hereinafter called COMPANY, to initiate credit entries and to initiate, if necessary, debit entries for any credit entries in error, to my (our) Checking () Savings () account indicated below at the depository named below, hereinafter called DEPOSITORY, to credit and/or debit the same to such account.	
Bank Name:	Branch Address:
Banking Routine #:	Branch City:
Banking Account Number:	Branch State:
	Branch Zip:
This authorization is to remain in full force and effect until COMPANY has received written notice from me (or either of us) of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.	
Name(s):	Company ID:
Date:	Signed:

NOTE: All written credit authorizations must provide that the receiver must revoke the authorization only by notifying the Originator in writing; provide a name and address.

Here are some FAQ's:

1. What's the company ID # on the ACH document? – This is your tax ID number (your social security number or EIN number that you put on your W9)
2. Will we still receive a record of our payment? – Yes. You will be receiving a confirmation e-mail after the payment to confirm payment has been received.
3. Will we receive a statement of what's been paid? – Yes. Attached to the e-mail that is sent to you after the payment, there is a PDF file of the aged payables report.
4. Are these payments electronic or wired transfers? – They are electronic payments.