

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

Deluxe Corporation (Deluxe) and _____ (PR Member Name) hereby agree as follows with respect to Deluxe posting PR commission payments to the Member through the Automated Clearing House System (ACH):

1. Authorization Deluxe is authorized to periodically initiate ACH transactions to post PR commission payments to the account identified in Section 2 below. By completing and signing this form you agree that the account is maintained for business purposes and can accept PR commission payments.

2. Account The PR commission payments should be posted to the following account:

Name on Account: _____

Financial Institution where account is housed: _____

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: _____ Zip: _____

*In the near future we will have the ability to notify you via email when your ACH PR commission payment will be deposited and to relay important program information.

Check here if you would like to decline this future email notification feature.

PR MEMBER AUTHORIZATION

Two signatures are required unless your business is a sole proprietorship. We recommend an officer (Senior Management) and a Manager in Accounts Receivable or the Treasury/Bank Accounting function. By signing this authorization form you will be subject to the **Governing Rules, Scope of Agreement and Terms** as described on page 2 of this form.

Printed Name: _____ Printed Name: _____

Signature _____ Signature _____

Title _____ Title _____

For DELUXE use only:

Company ID: _____

Entered on BSINET by: _____

Date: _____

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

4. Governing Rules 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. Scope of Agreement 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. Term 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.