



## AUTOMATIC PAYMENT ENROLLMENT FORM

### Terms and Conditions

Your credit card or check (ACH) payment will be processed on the day your invoice is generated or the next business day immediately following. The payment will be for the full balance of all outstanding invoices on the account.

Should you wish to cancel automatic payment, you may do so at any time in writing via fax, email, or postal service. Cancellation notice must be received by the last business day the month in order to ensure that automatic payment information is cancelled before the next billing date.

There will be a \$35.00 service fee for any check that is returned by your financial institution. More than one returned check in a twelve-month period will result in automatic discontinuation of automatic payment.

### Payment Information

Customer Name \_\_\_\_\_  
Billing Address \_\_\_\_\_  
City/State/ZIP \_\_\_\_\_  
Email address for receipt \_\_\_\_\_

Please charge my  Credit Card  Checking account

#### Credit Card Information

Visa  MasterCard  Discover  American Express  
Credit Card number \_\_\_\_\_  
Expiration Date \_\_\_\_\_ / \_\_\_\_\_ CVV Code \_\_\_\_\_  
Name on Card \_\_\_\_\_

#### Checking Account Information

Checking  Savings  Business Checking  
Bank Name \_\_\_\_\_  
Bank ABA Routing Number \_\_\_\_\_  
Bank Account Number \_\_\_\_\_  
Name on Account \_\_\_\_\_

**Please attach copy of voided check**

I hereby authorize River Mill Data Management to charge my account in accordance with the Terms & Conditions above. Please begin processing my payments automatically as of the date below. I further acknowledge that this payment authorization will remain in effect unless I notify River Mill Data Management of its cancellation via fax or the email listed at the bottom of this page.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**Please fax completed form to (706) 317-5086 or email to [jaybarwick@rivermill.net](mailto:jaybarwick@rivermill.net)**