



# CUSTOMER AUTHORIZATION RECURRING AUTO PAYMENT FORM

In order to protect your personal information,  
please submit this form to the FAX, address, or email below **ONLY**.

**FAX:** (360) 953-8427

**Mail:** Office Ally, PO Box 872020, Vancouver, WA 98687

**Email:** [AccountsReceivable@OfficeAlly.com](mailto:AccountsReceivable@OfficeAlly.com)

*Note: If emailing, zip and password protect the attachment then call:  
360 975-7000 option 4 to provide the password*

<b>ACCOUNT INFORMATION:</b>		Located on upper right of invoice
Company Name:	<input type="text"/>	Account #:
Contact Name:	<input type="text"/>	Phone: <input type="text"/>
		Date: <input type="text"/>

## PAYMENT OPTIONS:

### CREDIT CARD PAYMENT:

Name of Cardholder:   
 \*as it appears on card\*

Credit Card Billing Address:

City:  State:  Zip:

Credit Card Type:  Expiration (MM/YY):

Credit Card #:

I authorize Office Ally to charge my account on a regularly recurring basis to bring the account listed above current. I understand that it is my responsibility to monitor my credit card charges and verify that payments are processed properly.

**SIGNATURE of Cardholder:** \_\_\_\_\_

### ELECTRONIC CHECK PAYMENT: Please include copy of voided check.

Name on Checking Account:

Address on Check:

City:  State:  Zip:

Routing#: (9 digits)  Account #:

I authorize Office Ally to charge my account on a regularly recurring basis to bring the account listed above current. I understand that it is my responsibility to monitor my bank charges and verify that payments are processed properly.

**SIGNATURE of Account Holder:** \_\_\_\_\_

**IMPORTANT NOTICE:** You are responsible to keep your auto payment information on file current. Please submit a new authorization form for any credit/electronic check account changes, especially expiration dates. If your payment is not processed, it is your responsibility to contact Office Ally for information or submit a revised form with current information. Office Ally accounts with outstanding balances are subject to being disabled until payment is received. Please monitor your credit card/bank charges. You will continue to receive invoices and statements. Payments received after the statement date will not show on statement. Please reconcile your account each month.