



### ***Direct Deposit Option***

LYNX Services recognizes that expediting the payment process is essential to maintaining positive relationships with our customers. We have developed a direct deposit program with Wachovia Bank in North Carolina, which enables you to receive Electronic Funds Transfer (EFT) instead of printed checks.

***Although this program is optional, please note that if you elect not to participate in the EFT program, charges may be incurred for a printed check.***

Receiving payments electronically provides opportunity to electronically update and streamline your cash application and accounts receivable operations. Additionally, it reduces any payment problems due to lost, stolen or misdirected checks. Finally, EFT provides for greater payment certainty for cash planning by eliminating mail delays.

LYNX Services will not be forwarding any of the payment detail to you directly. You can access your payment information via our web site. Our web address is **[www.lynxservices.com](http://www.lynxservices.com)**. Once you have accessed our home page, log in and select the EFT/Check detail menu button. You can also elect to receive payment remittance notifications via email or fax.

If you are interested in participating in this program, please complete the Electronic Payment Authorization form and return as indicated. If you already participate in the program but need to make a change to your EFT information, please complete the Electronic Payment Authorization Change Request form and return as indicated.



# ELECTRONIC PAYMENT AUTHORIZATION

\_\_\_\_\_ (“Company”) sells goods and/or provides services to LYNX Services, LLC. LYNX Services desires the flexibility to make payments for such goods and/or services by electronic funds transfer (“EFT”) through the automated clearing house system, and Company agrees to grant such flexibility.

Therefore, Company hereby (1) authorizes LYNX Services to make payments for goods and services by EFT, (2) certifies that it has selected the following depository institution, and (3) directs that all such electronic payments be made as provided below. Company acknowledges and agrees that the terms and conditions of all agreements with LYNX Services concerning the method and timing of payments for goods and services shall be amended as provided herein. Value dates on any EFT payments, replacing check payments, will be extended three (3) calendar days beyond the date required for check payments.

Company will give thirty (30) days advance notice in writing to LYNX Services of any changes in its depository institution or other payment instructions. When properly executed, this Authorization will become effective fifteen (15) days after its receipt by LYNX Services.

<b>Bank Name</b>			
<b>Account Name</b>			
<b>Bank Routing No. ****</b>			
<b>Checking Account No.</b>			
<b>**** Attach a copy of a voided check for Routing and Account # verification ****</b>			
<b>Payment Remittance Format</b>	How you would like to receive your remittance detail?		
I need remittance detail via <b>Email</b> ____ (50-character limit in email address field) or <b>Fax</b> ____. We can provide only <u>one</u> email or fax remittance address. List email address <u>or</u> fax number in box below.			
<b>Email address or Fax Number</b>			
<b>Contact Name</b>			
<b>Contact Phone #</b>		<b>Fed Tax ID</b>	

\_\_\_\_\_ Signature of Authorized Representative

\_\_\_\_\_ Title \_\_\_\_\_ Date

Return completed form to:

<b>Via U.S. Mail</b>	<b>Via Fax</b>	<b>Via Email (w/scanned form and voided check)</b>
LYNX Services	(888) 889-7180	fieldsupport@lynxservices.com
Attn: Field Support		
6351 Bayshore Rd. Ste 18		
Fort Myers, FL 33917		

Questions on the EFT form or process?

Email: [fieldsupport@lynxservices.com](mailto:fieldsupport@lynxservices.com) or Phone: (239) 479-6000 Press 5 and then 1



# ELECTRONIC PAYMENT AUTHORIZATION CHANGE REQUEST

Company will give thirty (30) days advance notice in writing to LYNX Services of any changes in its depository institution or other payment instructions. When properly completed, this Change Request will become effective fifteen (15) days after its receipt by LYNX Services.

**Company Name** \_\_\_\_\_

**Requestor's Name** \_\_\_\_\_

**Requestor's Phone Number** \_\_\_\_\_

Old Information

New Information

**I Banking Information**

Bank Name \_\_\_\_\_

Bank Routing Number/ABA \_\_\_\_\_

Checking Account Number \_\_\_\_\_

\*\*\*\* Attach a copy of a voided check for Routing and Account # verification \*\*\*\*

**II Payment Remittance Format**

Need Remittance Detail (Y/N) \_\_\_\_\_

Email Address or Fax Number \_\_\_\_\_

**III Contact Information**

Name \_\_\_\_\_

Phone Number/Fed Tax ID \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Title \_\_\_\_\_ Date

Return completed form to: **Via U.S. Mail** LYNX Services  
Attn: Field Support  
6351 Bayshore Rd. Ste 18  
Fort Myers, FL 33917

**Via Fax** (888) 889-7180

**Via Email (w/scanned form and voided check)** fieldsupport@lynxservices.com

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Phone: (239) 479-6000 Press 5 and then 1

-----LYNX Services Internal Use Only-----

Add note to submission if rejected EFT payment(s) are to be reissued after this change is processed.