

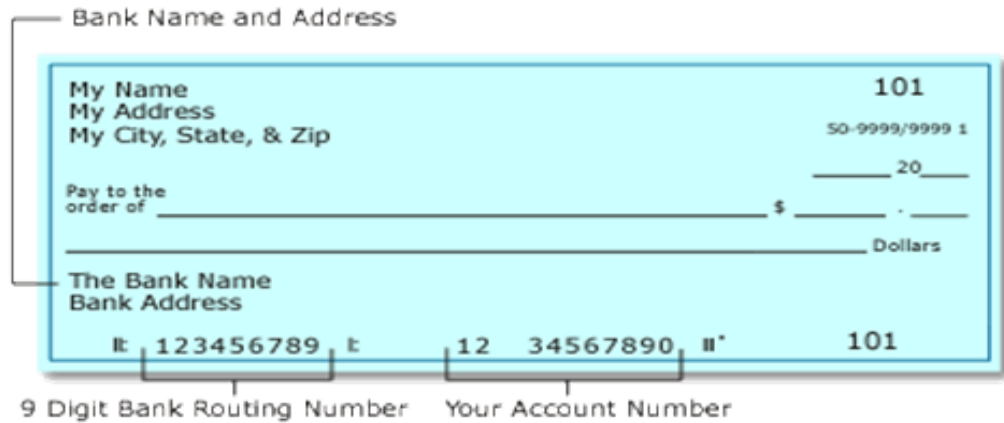
Williams Data Management offers electronic ACH (Automated Clearing House) payment processing to our Clients. ACH payments provide an alternative to paper checks, affording the following advantages:

- Reduced operating costs through the elimination of paper check handling and mailing postages
- Eliminating the possibility of stolen checks; stop payment charges and check reissue costs
- Reduction of bank service charges and check fraud
- Being part of "Going Green" by reducing paper

Enrolling means the payments will be debited from your bank account, eliminating use of paper checks and mail delays. Payment receipt will be emailed to you automatically.

FAQ's

How do I get started? Complete and sign the Williams Data Management ACH Enrollment Form. Below reflects where you can find the bank routing/bank account numbers that need to be included.



What is the process of enrolling in ACH? Once we receive your completed form, we will contact you to confirm receipt of the form and this will provide us an opportunity to fill in any missing information.

When does the ACH payment process take into effect? Payments will be debited from your bank account on the 10th of each month only if there is an open invoice.

What needs to happen if we change account numbers or financial institutions? If you want to change your ACH electronic information, please complete another Form and submit it to AR@WilliamsDataManagement.com or by fax 323-908-0427.

Our company has a standard letter that outlines our banking information to be used for ACH. Can you accept this letter instead of completing an enrollment form? We can certainly use the letter instead of completing our form.



ACH Enrollment Form

CREDIT/DEBIT AUTHORIZATION FORM

I _____ hereby authorize Williams Data Management to initiate entries to our checking/savings accounts at the financial institution listed below (THE FINANCIAL INSTITUTION), and, if necessary, initiate adjustments for any transactions credited/debited in error. This authority will remain in effect until Williams Data Management is notified by us in writing to cancel it in such time as to afford Williams Data Management and THE FINANCIAL INSTITUTION a reasonable opportunity to act on it.

(Williams Account Number)

(Company Name on Williams Record)

(Name of Financial Institution)

(Address of Financial Institution- Branch, City, State, & Zip)

(Signature)

(Date)

(Name - PLEASE PRINT CLEARLY)

Set Amount or Max Amount: _____ Recurring payment Date: 10th day of each month

Financial Institution Routing Number: _____

Checking/Savings Account Number: _____

AP Contact Name: _____

Primary Phone Number: _____

Email for Payment Receipts: _____