

PROCESS FOR CHANGING OR ADDING BANK ACCOUNTS

If you would like to change your bank accounts for non-fraud related reasons, please consider the following:

1. If you change your accounts without informing Back Office, you should expect delays and initial inaccuracies in AP checks, PR checks, and other financial transactions which will impact Cash Management. To ensure accuracy, please let Back Office know that you are considering a change as soon as possible.
2. You must fill out an "Authorization to Debit and Credit Acct" form (attached below) and provide a voided check for each account that you are changing. Be sure to include all unit numbers that the change is associated with on the document. Please Submit the form and voided check(s) through the Back Office Support Request System. **Please note that you will be charged \$200 per each location's bank account change.**
3. Cash Management – The new account(s) will need to be added to Cash Management for reconciliation purposes. If the new bank account(s) are provided through the same bank as a previous account, please use the same aggregator as the previous account to connect the bank (Plaid or Finicity). If this is a new account with a new bank, please contact the Back Office team to determine which aggregator will yield the strongest connection prior to connecting the account to Cash Management.
4. We recommend you keep your old account(s) open no longer than 6 months from the date on the last AP/PR check cut from that account to ensure that ALL checks/payments clear the accounts before closing. Otherwise, penalties and fees may be assessed by your bank.
5. Clients may change their bank accounts at any point in the period/monthly cycle, so long as the above requirements are met. Failure to meet these requirements may result in additional fees charged by Back Office for unnecessary and unexpected work.
6. If you plan on using an account different than your PR or AP account for tax payments, please be aware that they will be paid via EFT. If your tax payments are required to be paid via check, they will come out of your AP account. If you are unsure what taxes are paid EFT, please contact your Back Office Tax Agent.

- I have a corresponding voided check to accompany the ATD – One per ATD
- I have completed the Authorization to Debit/ Credit Account Form (ATD)
If your account is too new to have checks to void or you do not plan on ordering checks, please visit your local branch, and ask the teller for a "counter check" or "temporary check". A voided check must accompany the corresponding ATD(s) or bank change will not take place.
- I am aware that the bank account change process can start within one day of receiving the documents and can take up to 1 week for the process to be completed if no dates are specified.

Date on which you want Back Office to process the bank account change: _____. If left blank, Back Office will begin the process on the date of receipt.

Unit #: _____ Client Name and Title: _____

Once the bank account change has been processed and completed, your accounting team will reach out to you to confirm the change has been completed.



CLIENT AGREEMENT & AUTHORIZATION TO DEBIT/ CREDIT

DEBIT METHOD: ACH or PRE-AUTHORIZED DRAFT: BANK is authorized to charge the DDA ACCOUNT in accordance with the ACH provisions of this Agreement.

➤ DBA Name _____

➤ Corporate Name _____ Unit # _____

BANK INFORMATION:

➤ Bank Name / Type of Bank Account: _____

➤ URL Used to Log-in to Bank Account: _____

Pay to the Order of _____ \$ _____ <hr/> <div style="display: flex; justify-content: space-around;"> <u>Routing Number</u> <u>Account Number</u> </div>
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Routing Number _____ Account Number _____ ➤ Check all uses for this account: <input type="checkbox"/> RASI Fees <input type="checkbox"/> Payroll <input type="checkbox"/> Payroll Taxes <input type="checkbox"/> Accounts Payable <input type="checkbox"/> Sales Tax
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Second account (if needed): Routing Number _____ Account Number _____ ➤ Check all uses for this account: <input type="checkbox"/> RASI Fees <input type="checkbox"/> Payroll <input type="checkbox"/> Payroll Taxes <input type="checkbox"/> Accounts Payable <input type="checkbox"/> Sales Tax

Third account (if needed): Routing Number _____ Account Number _____ ➤ Check all uses for this account: <input type="checkbox"/> RASI Fees <input type="checkbox"/> Payroll <input type="checkbox"/> Payroll Taxes <input type="checkbox"/> Accounts Payable <input type="checkbox"/> Sales Tax
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➤ Client Signature _____ Date _____

➤ Print Name & Title _____

(Must be an authorized signatory on the accounts listed above)

Please Submit all forms and checks via Back Office's Support Request System

Voided Check Form

Required with Authorization to Debit Credit Account Form

If a voided check is not available, please attach a bank issued MICR form. Deposit slips will not be accepted.

Please attach voided check

HERE

If you will be using the same bank account for any and all fees associated with Back Office (Back Office Fees, PR Acct, PR Taxes, Accounts Payable, AND Sales Taxes, please only attach one check.

Please attach voided check

HERE

Please attach voided check

HERE

Date each Bank Account was opened: (Please provide Bank Statements as of opening date of the account/s.)

- Account #1: _____
- Account #2: _____
- Account #3: _____

If Bank Account has been reconciled before, what is the date of last reconciliation? (Please provide Bank Statements as of last reconciliation date of the account/s.)

- Account #1: _____
- Account #2: _____
- Account #3: _____

****Attach Bank Statement in the related Support Request.**