



Debit Authorization Rules and Requirements

In accordance with NACHA Operating Rules, ACH Debit Originators must obtain written authorization that is signed or similarly authenticated by the Receiver. In addition to the General Rule, an authorization for a Debit Entry to Consumer Account of Receiver must, at a minimum, include:

1. Language regarding whether the authorization obtained from the Receiver is for a Single Entry, Recurring Entry, or one or more Subsequent Entries initiated under the terms of a Standing Authorization;
2. The amount of the Entry(ies) or a reference to the method of determining the amount of the Entry(ies);
3. The timing (including the start date), number, and/or frequency of the Entries;
4. The Receiver's name or identity;
5. The account to be debited;
6. The date of the Receiver's authorization; and
7. Language that instructs the Receiver how to revoke the authorization directly with the Originator (including the time and manner in which the Receiver's communication with the Originator must occur). For a Single Entry scheduled in advance, the right of the Receiver to revoke the authorization must afford the Originator a reasonable opportunity to act on the revocation prior to initiating the Entry.

Authorizations may be requested periodically by the Bank. NACHA rules require the authorization form be submitted with 10 days of the request.

The Originator must retain an original or copy of the written authorization, and readily and accurately reproducible records evidencing any other form of authorization. The record of authorization must be retained by the Originator for a period of two (2) years following the termination/revocation of the authorization.