



# MANAGEAR EFT PAYMENT ACCOUNT SET-UP FORM

## AUTHORIZATION AGREEMENT FOR AUTOMATIC Debits (ACH Deposit)

**Before sending this form to the North Carolina Rate Bureau for account activation, add the payment account information in ManageAR for your company. Failure to do so could result in a delay in the account set-up.**

<b>AGENCYNAME</b>	
<b>AGENCYADDRESS</b>	
<b>PRIMARY AGENCY CONTACT NAME&amp; TITLE</b>	

I (we) hereby authorize the North Carolina Rate Bureau to initiate debit entries and to initiate, if necessary, credit entries and adjustments for any debit entries in error to my (our) checking account, described below and set up by me in the ManageAR system, and the Bank named below, hereinafter called Bank, to:

<b>ACCOUNT DESCRIPTION/NAME</b> <i>(Name, will appear in the payment drop down selection)</i>	
<b>BANK NAME</b>	
<b>DRAFT NOTIFICATION E-MAIL ADDRESS</b>	
<b>NAME OF PERSON RESPONSIBLE FOR ACCOUNT</b>	
<b>TITLE</b>	
<b>PHONE #</b>	
<b>SIGNATURE</b>	
<b>DATE</b>	

I (we) understand that the above signed authorization is to remain in full force and effect until the North Carolina Rate Bureau has received written notification from me (us) of its termination in such time and in such manner as to afford the North Carolina Rate Bureau and the Bank a reasonable opportunity to act on it.

Please Answer All of the following questions:

- New Account Set-up**  YES  No
- Additional Account Set-up** (An account exists in ManageAR and this is for an additional account)  YES  No
- Replacement Account Set-up** (An existing account is set-up in ManageAR and is to be deactivated)  YES  No If yes, please provide the account description/name to be **deactivated** below:  
DESCRIPTION \_\_\_\_\_

The selection below cannot be changed after the account has been activated, read carefully.

- This account can be used only by the Manage AR User listed above - **Myself**  YES  No
- This account can be used by all ManageAR Users for the agency location listed above - **Single Location**  YES  No
- The ManageAR Users in all agency locations can use this account - **Multiple Locations**  YES  No

**Please e-mail this form to [help@ncrb.org](mailto:help@ncrb.org)**

*If you are unable to email, you may fax it to 919-783-7467*

**Direct any questions to our InformationCenter at 919-582-1056**