



Dear Vendor,

We are excited to announce that we are transitioning to electronic check (eCheck) payment method! This means your payments will reach your bank account the next business day after being processed. No more waiting until your payment arrives in the mail!

The sign-up process is easy: Simply complete the form below and return to [Subvendor@Hignell.com](mailto:Subvendor@Hignell.com) with a copy of your cancelled check where you'd like us to deposit the funds.

**Authorization Agreement for Automatic eCheck Deposits (ACH Credits)**

\_\_\_\_\_ authorizes and requests Hignell Inc. to deposit all funds due for services rendered, automatically to my account identified below. I understand that it is my responsibility to ensure the below account information is correct and I confirm that I am authorized to accept funds into this account. This authorization will remain in effect until I have cancelled it in writing.

Check One: Checking Account \_\_\_\_\_ Savings Account \_\_\_\_\_

Routing # \_\_\_\_\_

Account # \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Business Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_

**A voided check must be included for bank purposes. If one is not included, your form will be sent back to you immediately and will delay your start date.**

Thank you,

Hignell Inc.