



**Attention: Preferred Partner**

We would like to invite you to participate in our new ACH electronic payment program.

In lieu of receiving a check for your Preferred Partner Program payments, your payment will be sent via electronic transfer and automatically credited to your account at your financial institution.

Once the monthly commission check is approved and processed for payment, an electronic remittance advice will be emailed to you and your bank account will be credited.

**To receive ACH electronic payments, please complete the below section.**

Bank Routing #: \_\_\_\_\_

Bank Account #: \_\_\_\_\_

Check one:  Savings       Checking

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The above portion will be destroyed 10 days after the first successful ACH transfer.

I authorize Buckeye Broadband to process my reimbursement via electronic transfer to my financial institution. I understand that this authorization will remain in full force and effect until I notify Buckeye Broadband in writing that I wish to revoke this authorization. I further understand it is my responsibility to notify the accounts payable staff if I have any changes with my banking information.

Name: \_\_\_\_\_

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

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

The information requested above is necessary to establish accurate electronic records for ACH payments, and will enable us to make timely, accurate transfers to your financial institution. It is advised that you check with your financial institution to determine that there are no problems with the transaction. If a discrepancy is found, contact our accounts payable staff. The above portion of this letter will be destroyed after 10 days of the first successful ACH transfer into your bank account.

**Please return this form to your Account Executive for proper processing.**

Accounts Payable use only: _____	
Date of first transfer: _____	Date to destroy document: _____