



Serving LA/SF Valley
3809 San Fernando Road
Glendale, CA 91204
Fax: (818) 243-4040

Serving Greater LA/OC
13456 Rosecrans Avenue
Norwalk, CA 90650
Fax: (562) 921-2406

Serving Inland Empire
1010 E. Holt Blvd.
Ontario, CA 91761
Fax: (909) 986-3609

DIRECT DEBIT PAYMENTS

We are pleased to offer the convenience of direct debit of your payments from your company checking account. To take advantage of this service, complete and return the attached form together with a **VOIDED CHECK**. We will verify that your bank can accept Automatic Payment Instructions. We cooperate with all major banks that participate with the Automated Clearing House (ACH).

Attached you will find a Direct Debit payment processing form. It is efficient, cost effective and reduces errors, and more importantly, reduces your time and trouble writing checks. This is the best way to ensure your payment is posted on time, and will take the worry out of postal delays due to weather, holidays, and unforeseen circumstances when writing and mailing checks.

There are several questions that are common when one is considering opting for direct debit:

Q - Does my banking institution provide for direct withdrawals?

A Suppose U Drive Truck Lease will verify that your banking institution participates and can accept automatic payment instructions.

Q - How long does it take to get started?

A - As long as your completed form is received by the **25th** of the month, direct debit can commence the following month. You will be notified when payments commence. This procedure also applies if you want to change banks.

Q - When would monthly payments be made from my account? What amounts?

A - Automatic withdrawals are made on the **10th** business day of every month. Only balances over 30 days old.

Q - Are disputed balances protected from direct debit?

A - Yes, direct debit will only withdraw balances over 30 days that are not being disputed.

Q - What if I forget and continue to pay by check after direct debit begins?

A - Upon request, overpayments will be refunded to you.

Q - If I want to stop direct debit, how do I do it?

A - You must request cancellation in writing to Suppose U Drive Truck Lease. Your request must be received no later than the **25th** of the month to discontinue service for the following month. This procedure also applies when you are changing banks unless new bank information was submitted by the 20th of the month.

Q - If there are insufficient funds in my account on the date of withdrawal, am I subject to insufficient fund charges?

A - Yes, it's just like a returned check from the bank indicating NSF (insufficient funds). You will have to pay the return check fee and the amount of the return by check before you may begin the direct debit program again.

We hope that this information will be useful to you as you consider the option of payment by Direct Debit. The information and instructions on the form are straightforward. We encourage you to read it carefully and submit your application today.



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**AUTHORIZATION AGREEMENT FOR AUTOMATIC DIRECT
PAYMENTS ELECTRONICS FUNDS TRANSFER (ACH DEBITS)**

CUSTOMER:

DATE:

The undersigned (the "Customer") hereby authorizes Suppose U Drive, and its affiliates, to initiate automatic debit entries (withdrawals from) the financial institution indicated by the Customer, called ("Depository") and to automatically withdraw funds from such account. The undersigned understands that the amounts withdrawn from this account may vary each month according to the terms of the truck lease and service agreement, or other form of agreement. Customer acknowledges that the origination of ACH transactions to Customer's account must comply with the provisions of U.S. law. The Customer understands that the Company reserves the right to discontinue this automatic withdrawal service at any time. This authorization is to remain in full force and effect unless it is agreed upon between Company and Customer to terminate.

Please check an option below (select only one):

Automatic Debit- recurring debit from a checking account. Please complete and sign this form, attach a voided check for the account you wish to debit and return by fax to the number listed below.

Change of accounts and/or financial institution. Please complete and sign this form, attach a voided check or deposit ticket for the account you wish to debit and return to the number listed below. Phone number is required.

Cancel participation. Please complete and sign this form, for the account you wish to remove from participation and return to the number listed below. Phone number is required.

*****All Returned Direct Debit Authorizations are subject to NSF Fees**

The Customer or authorized signor for Customer must complete:

Customer Name: _____

Authorized Signature: X _____

Print Name: _____

Title: _____

Email: _____

First Draft Date: _____

FAX Completed Form and Copy of Check to: 818-243-4040

**ATTACH VOIDED CHECK HERE OR ATTACH A CHECK COPY
CANNOT BE PROCESSED WITHOUT THIS**