



**AUTOMATIC PAYMENT AUTHORIZATION**

Auto pay is available to you as a convenience to pay your AIE invoices without having to come in or remembering to mail a check. We will need a little information and we will get you all setup to eliminate yet another task to worry about in your busy schedule!

Company Name:		Account Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings
Company Contact Phone:	Company Contact Email:	
Bank Routing No. (9 digits):	Account No. (Up to 17 digits):	
Bank Name:	Bank Branch (City/Zip):	

Payroll invoices will be processed every Wednesday for debit to account on Thursdays. All payroll submissions should be submitted by 4 pm on Mondays via confirmed submittal method. All processed invoices will be debited from account listed above unless other arrangements are made between offices. If there are any discrepancies upon receipt of an invoice you must notify AIE accounting immediately to resolve the issue.

If we are unable to process an auto debit transaction due to insufficient funds, your payment method will be changed to collect on delivery; either cash or cashier's check, and a fee will be charged per the service agreement.

**Check this box** if you would like to authorize a debit from the account listed above as a onetime payment for your **security deposit** in the amount of \$ \_\_\_\_\_

**A canceled or voided check must accompany this form to be processed.**

AUTHORIZATION FOR AUTO PAYMENT

I understand and agree to adhere to the policies explained above. I hereby authorize Aloha International Employment, Inc. ("AIE") to make automatic payments from the account listed above. I understand that either AIE or I can terminate this arrangement with sufficient notice in a manner to allow reasonable opportunity to make the adjustment. I also understand that if AIE are unable to process an auto debit transaction due to insufficient funds, my payment method will be changed to collect on delivery; either cash or cashier's check, and a fee will be charged per the service agreement.

\_\_\_\_\_  
Signature of Authorized Signer on above account

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Authorized Signer on above account:

\_\_\_\_\_  
Title

<b>FOR AIE USE ONLY-DO NOT COMPLETE:</b>	Accepted By: _____	Effective Date: ____/____/____
	Input Date: ____/____/____	By: _____

# Auto Withdrawal FAQ



Aloha International Employment, Inc. offers automatic withdrawals as a convenient way to pay your invoices. Now that you've taken the initial step to sign up for automatic withdrawals, I'm sure you have some questions.

Please check out our answers to the most frequently asked questions we receive from our clients regarding automatic withdrawals (also referred to as "ACH payments").

## **When should I expect my ACH payment to be withdrawn from my account?**

Payments are processed weekly and your funds will be withdrawn from your account on Fridays. However, should we receive time sheets after the bank's ACH deadline by Wednesday at 9 AM, your payment will be withdrawn the following week, on Friday.

Occasionally, system updates cause a delay in which your ACH payment will be withdrawn the following week along with that week's scheduled ACH payment.

## **Why did my payment not get processed for the current week?**

If we receive time sheets after the ACH deadline (Wednesdays by 9 AM), we will process the payment for the following week, on Friday. Should this happen, you will notice multiple withdrawals from your account. Please note this is not a double payment; should you have questions we will be happy to provide you with a statement upon request.

## **If I have medical invoices, when will those funds be withdrawn from my account?**

Medical invoices are billed monthly and are scheduled to be withdrawn on the last business day of each month.

## **Do Holidays (when the banks are closed) affect my ACH payments?**

Should a Holiday land on a Friday (when regular withdrawals occur) your payment will be withdrawn from your account on Thursday; or in some circumstances your payment will be withdrawn the following week, on Friday along with that week's scheduled ACH payment.

## **When should I have funds available in my bank for withdrawal?**

Funds should be available for withdrawal no later than Thursday.

## **What if I need to change my bank account information?**

Please notify our office as soon as possible; we will have you complete a new form accompanied by a copy of a voided check for the new account. This change may take 7 to 10 business days to complete.

Should any further questions arise please feel free to contact your local AIE office. Also note that statements or copies of your invoices are available upon your request. *Mahalo for your business!*