

RECURRING ACH DEBIT PROGRAM

“Merchants can automatically debit their customer’s checking account on a regular basis”

Procedure of Merchant Initiating Transactions

1. Merchant will acquire the customer’s checking account information, amount, and frequency of debits
2. Must obtain signed written authorization form from customer (CHECK PROCESSING COMPANY can provide template)
3. Merchant will go to CHECK PROCESSING COMPANYIES’ web interface to input all data
4. CHECK PROCESING COMPANY will automatically initiate transactions when the next payment anniversary date arrives.
5. Recurring Debit transactions must be for the same amount every month and cannot vary in amount
6. Online reporting will let merchant know which transactions are NSF within 3-4 days
7. Merchant will be funded on all cleared transactions in 5 business days
8. CHECK PROCESSING COMPANY can automatically resubmit NSF items 2 additional times

Requirements to Setup

1. Recurring Debit Application (Red)
2. Recurring Debit Information Form
3. Voided check
4. Copy of Merchants Drivers License
5. Last 2 months bank statements
6. Example / Description of products or services
7. Copy of Business License
8. Refund & Warranty policies

CHECK PROCESSING COMPANY will phone each merchant to verify information and train on submitting transactions. Please allow up to 5 days for merchant approvals

Sample DEMO program

- 1) Access www.eftchecks.com
- 2) Login name **DemoRecur** and password **123letmein**
- 3) Click “merchant” tab at the top
- 4) Click the commands on the left to access
- 4) For a demo transaction click “new auto debit” and then the demo merchant “Goodman Financial”
- 6) A list of the current transactions appear
- 7) Click “add transaction” tab at bottom to add another customer.

- No check written
- ACH conversion of funds
- NON-GUARANTEE Program
- Merchant **MUST** obtain signed written authorization from consumer
- Merchant will input and manage transactions on CHECK PROCESSING COMPANIES’ web site.



Merchant Benefits

- Recurring transactions will be initiated automatically
- No software or terminal to buy
- Transactions on “auto-pilot”
- No discount percentage to pay so it’s less expensive than accepting credit cards
- Banking fees and paper check handling costs are eliminated
- Free detailed 24x7 online reporting of all activity
- No setup fees

“Excellent service for a variety of merchants including Health Clubs, Insurance Companies, Internet Service Providers, Day Cares, etc...”

RECURRING ACH DEBIT PROGRAM

➤ Web Interface



Merchant Module - Microsoft Internet Explorer

Address: https://www.eftchecks.com/Merchant/

Welcome to the Merchant Module

The Demo Processing System provides you, the merchant, with full real-time reporting on your batches and transactions. Through this interface you may view and customize a wide variety of reports covering every aspect of your business with Demo.

If you have setup any Mail Order/Telephone Order terminals, this is also the place to enter transactions manually into the system.

If you have also purchased the Automatic Debiting option with us, this is also the place where you can manage your automatic debits.

[Click here for a detailed guide to Online Reports](#)

Any questions, comments, or suggestions about this module may be provided via the Feedback section on the home page. Please let us know what you think - that is the key to improving the system.

Click on the "Merchant" button in the navigation bar at any time to return to this page.

- New Auto Debit
- Goodman Financial Services
- Actions
 - Print Recurring Authorization Form
 - Request Reversal
 - View Transaction Details
- Reports
 - Merchant Uncollectable Checks
 - MOTO Bank Statement
 - MOTO Batch Results
 - MOTO Chargebacks
 - MOTO Net Settlement Breakdowns
 - MOTO Queued Transactions
 - MOTO Rejections
 - MOTO Reversals
 - MOTO Transactions
 - MOTO Transactions as of Settlement

Status window initialized.

Done

Template Recurring.doc - Microsoft Word

Customer Information

Name (First Last): Scott Bangster
 Company: EMO
 Address 1: 342 W 200 S
 Address 2:
 City, State, Zip: Salt Lake City UT 84101
 Home Phone: 801-444-1
 Work Phone: 801-933-5591
 DL State, Number: UT 551 DL Expiration: 01/25/1969

Account Information

Routing Number: 12400001
 Account Number: 1 3074
 Account Type: Checking

Please re-enter the following fields for verification

Routing Number: 12400001
 Account Number: 1 3074
 Check Bank's Name

Debit Schedule Information

Internal Reference: 123456 (Optional)
 Starting on 01/01/2007, debit 23.00 every 2 week(s) on the Next banking day if the day falls on a weekend or holiday.
 A final payment of \$ 25.00 will occur on 07/23/2007.
 Activate: No

Submit

Debit Schedule Information

Internal Reference: 123456 (Optional)

Starting on 01/01/2007, debit 23.00 every 2 week(s) on the Next banking day if the day falls on a weekend or holiday.

A final payment of \$ 25.00 will occur on 07/23/2007.

Activate: No

Submit

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Welcome to the Merchant Module

Scheduled Transaction List

Edit	Customer Name	Reference	Routing Number	Account Number	Amount	Next Debit	Debit Frequency	Status
Edit	Bangster, Scott	123456	12400001	2	23.00	None	Every 2 week(s)	Inactive
Edit	Bradley, Lana	122000661			36.95	03/01/2002	Every 1 month(s)	Active
Edit	Bromley, Abe	122000661			8.00	03/01/2002	Every 1 month(s)	Active
Edit	Chasal, Fido	256074974			21.86	None	Every 1 month(s)	Inactive
Edit	Customer, Test	063206207			39.95	None	Every 1 month(s)	Inactive
Edit	Flores, Arturo	122101191			30.00	04/01/2002	Every 3 month(s)	Active
Edit	Fousser, Maavi	122000247			80.00	03/18/2002	Every 1 month(s)	Active
Edit	Gainer, Karen	322271779			20.00	03/18/2002	Every 1 month(s)	Active
Edit	Gale, John	322271627			25.00	03/01/2002	Every 1 month(s)	Active
Edit	Hines, Leiona	322278655			20.00	03/18/2002	Every 1 month(s)	Active
Edit	Knight, Adam	122000661			36.00	07/18/2002	Every 6 month(s)	Active
Edit	Lugo, George	322275461			30.00	07/18/2002	Every 6 month(s)	Active
Edit	Messador,	122000496			8.00	02/26/2002	Every 1 week(s)	Active