

AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS (ACH CREDITS)

Agency Name: _____

S&W Producer 4 digit code(s): _____

I (We) hereby authorize South & Western General Agency, Inc., hereinafter called COMPANY, to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my (our) account indicated below and the depository name below, hereinafter called DEPOSITORY to credit and/or debit the same to such account.

Checking or Savings (select one)

Name on Bank Account: _____

Depository Bank Name: _____

Branch: _____

City: _____ State: _____ Zip: _____

Transit ABA Number: _____ Account Number: _____

This authority is to remain in full force and effect until Company has received written notification from me (or either of us) of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.

Name: _____

Date: _____

By checking this box I am verifying that I am an authorized check signer on this bank account.

Be sure all boxes are completed. _____ to your computer and upload it to the secured website via this link:

[For instruction on how to up-load your Bank Information form to our secure website, please scroll down for detailed instructions.](#)



Questions? Contact our Accounting Department at 800-492-5351 Option 4

After completing the form, click the “save” button to store on your desktop or PC.

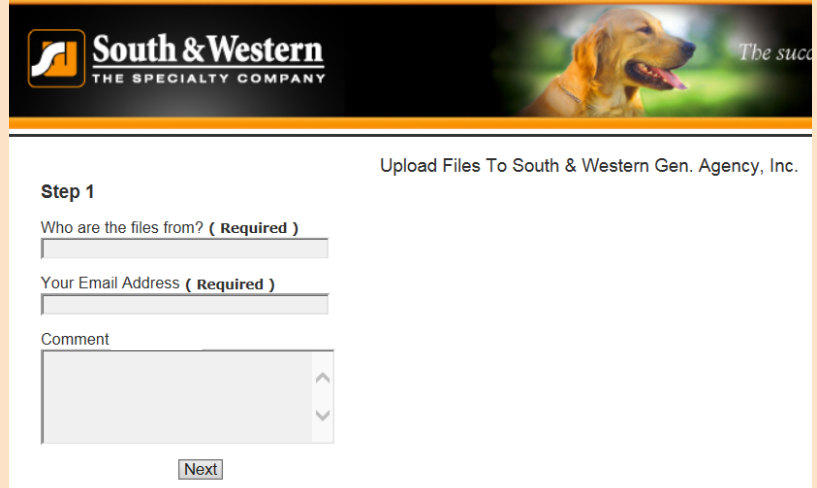
Click on the link in the form. (this will take you to a secure website.)

or

Go to the secure web site URL below and upload your Bank Account Information form.
<https://www3.mydocsonline.com/cupload.aspx?id=SWGGroup&f=ACH+-+Authorization+Credit>

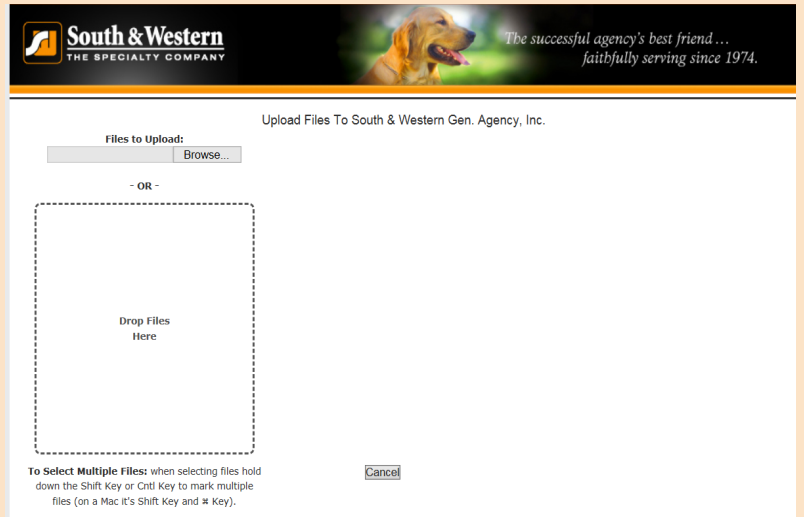
Follow these steps on this secure web site:

- “Who are the files from?”** Enter your agency name.
- “Your email address?”** Enter the email address of the person who completed the Bank Account Information form.
- “Comment”** Enter your South & Western agency 4 digit producer code. If you have more than one agency’s direct bill commissions depositing into this bank account, list all of your South & Western agency’s 4 digit producer codes.
- Click on Next button**



The screenshot shows the 'Step 1' upload form for South & Western Gen. Agency, Inc. The form includes three input fields: 'Who are the files from? (Required)', 'Your Email Address (Required)', and a 'Comment' text area. A 'Next' button is located at the bottom right of the form.

Browse and add your saved Bank Account Information file that you saved on your desktop or PC . (This will upload your Bank Account Information form on this secured website.)



The screenshot shows the 'Files to Upload' section of the upload form. It features a 'Browse...' button, a dashed box labeled 'Drop Files Here', and a 'Cancel' button. A small note at the bottom explains how to select multiple files.



After we receive your bank information, your agency will begin receiving your monthly direct bill commission payments no later than the 20th of every month. Please allow 30 days for activation.

If you have any questions, don't hesitate to call our Accounting Department

1-800-492-5351 option 4