



CBIZ M. T. Donahoe & Associates, LLC

9755 Patuxent Woods Dr., Suite 250
Columbia, MD 21046 ■ www.mtda.com
Ph: 800.231.1559 ■ F: 800.231.4158

IMPORTANT REMINDER

Direct deposit of your monthly commissions via ACH credit to your bank account is the preferred method of payment for CBIZ MT Donahoe & Associates, LLC. Unlike live checks that have mail float, and which may take days to clear your account, commissions are available immediately upon the ACH credit to your account. You will also continue to receive your monthly commission statement detail. **Please complete the form below, attach a copy of a voided check, and return to our local Columbia, MD office shown above. You may also fax (800-231-4158 attn: accounting dept) or e-mail (eespenshade@cbiz.com or cbarger@cbiz.com) the documents.**

ACH PAYMENT AUTHORIZATION FORM

Electronic Transfer

Bank Name: _____ Bank Address: _____ _____ _____ Bank Contact Name: _____ Phone: (____) _____ Bank Routing Number (9 digits ABA#): ____/____/____/____/____/____/____/____/____ Bank Account Number: _____ Name as it appears on the account: _____
Title: _____ Signature: _____ Date: _____

Please attach a void check

For Internal Use Only

Date Received: _____