



Perfect Game, Inc.
 850 Twixt Town Road N.E.
 Cedar Rapids, IA 52402
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 www.perfectgame.org

INDEPENDENT CONTRACTOR AUTHORIZATION FOR ACH (DIRECT DEPOSIT) FORM
 (Please PRINT or TYPE)

PLEASE CHOOSE ONE → New Setup Change to Existing Setup Termination

Independent Contractor Information:

First Name and Middle Initial		Last Name		Social Security/Tax ID Number	
Street Address				Unit/Apt. Number	
City		ST	Zip Code	Phone Number	
E-Mail Address					

Bank/Account Information (see attached instructions):

Depository (Bank) Name		Depository Location (City/ST)	
Routing Number		Account Number	
Account Type 1 (check one) <input type="checkbox"/> Checking <input type="checkbox"/> Savings		Account Type 2 (check one) <input type="checkbox"/> Personal <input type="checkbox"/> Business	
Name(s) Listed On Account			

NOTE: IF YOU HAVE ONE AVAILABLE, please submit a copy of a voided check or savings account deposit slip with this form. It is not required, but it is helpful to ensure accurate account information.

I, the undersigned, hereby authorize Perfect Game, Inc., to initiate deposits directly to my checking/savings account as listed above and to correct any errors which may occur from the transactions. I authorize my financial institution, referred to above as "Depository" to post these transactions to my account. This authorization shall remain in effect until Perfect Game, Inc. receives written confirmation from me of its termination and in such manner as to afford Perfect Game, Inc. and "Depository" to act on it.

Printed Full Name: _____

Signature: _____ **Date:** _____

**This form shall be retained for a period of two (2) years after the date of termination

(For PG Business Office use only) **Received By:** _____ **Date:** _____

PG INDEPENDENT CONTRACTOR AUTHORIZATION FOR ACH (DIR. DEPOSIT) FORM INSTRUCTIONS

1. Complete the "Authorization for ACH Deposit of Vendor Payments Enrollment Form". You must complete the information for all of the fields on the form. For specific questions regarding the required depository (bank) information, please contact your bank or financial institution.
2. Ensure the routing number and account number you have entered are correct. The routing/transit number is a nine-digit "MICR encoded" number that is generally printed on the bottom left hand side of your printed checks or account deposit slip. Your account number is generally located on the bottom center of your checks, directly to the right of your financial institution's routing number. ***Please review your check or deposit slip carefully, some institutions use a different routing number for ACH deposits which may be listed in small font just below your bank/credit union name.***

The diagram shows a check form with the following fields and labels:

- Your Name** and **Your Address** at the top left.
- DATE** with a line for the date.
- PAY TO THE ORDER OF** with a line for the payee name.
- \$** with a box for the amount.
- DOLLARS** below the amount box.
- Your Bank Name** with a line for the bank name.
- MEMO** with a line for the memo.
- 123456789** (9 Digit Routing Number) with a line for the routing number.
- 0000987654321** (Your Account Number) with a line for the account number.
- 1001** (Check Number) with a line for the check number.

Labels below the check indicate the routing number, account number, and check number.

3. Be sure to print your name, sign and date where indicated near the bottom of the form.
IMPORTANT - We cannot submit payment by direct deposit without your signed authorization.
4. Return your form to the Perfect Game Business Office. Your form can be returned to us by e-mail, fax or regular U.S. mail (see below).

By e-mail: Send to becky@perfectgame.org and include "Vendor ACH Enrollment Form" in the subject line.

By fax: Fax to (319) 382-2057

By U.S. mail: Mail to the address below:

Perfect Game, Inc.
Attention: Becky Lain
850 Twixt Town Rd. N.E.
Cedar Rapids, IA 52402

5. ***IMPORTANT NOTE: Once your signed and completed form has been received by Perfect Game, please allow a minimum of three (3) business days from the day we receive it, to establish electronic funds transfer.*** During this time, our system is updated and tested. You will continue to receive paper checks by mail for previously submitted invoices until we have successfully completed the electronic verifications with the respective financial institutions.
6. Once you have enrolled for vendor ACH payment, it is your responsibility to notify us of any changes to your bank account, bank name or desired payment method by completing a new "Authorization for ACH Deposit of Vendor Payments Enrollment Form" and submitting per the instructions listed above.