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INSTRUCTIONS

The following requirements will be necessary in order to successfully update the banking information on file for your T-Cetra account(s). **All forms can be sent to AccountUpdates@tcetra.com OR faxed to 866-284-7329.**

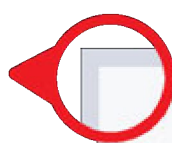
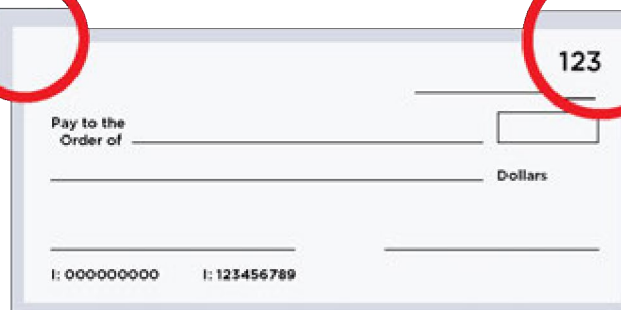
- 1) The ACH form is to update banking information for your T-Cetra account(s). **Whether you have linked accounts or not, YOU MUST LIST ALL ACCOUNT IDs that you wish to update banking information for.**
- 2) The ACH form should not be missing any information. Please review carefully before submitting. Any missing information will delay processing time.
- 3) **Along with the ACH form you will need to submit a voided check for your business bank account.** The check cannot be a starter check and must include the bank's name, business name and address, check number, routing and bank account number. **Please see page 2 for an example.**
- 4) If you are unable to provide a voided check, please provide a letter from the bank, confirming the legitimacy of your business bank account. **Direct deposit forms are not valid bank letters. See page 3 for an example. The letter must include the following:**
 - i. Bank letterhead which may include the bank's logo
 - ii. Bank's address
 - iii. Date
 - iv. Text confirmation
 - v. Routing and bank account numbers
 - vi. Business name and address linked to this bank account
 - vii. Banker's physical signature
 - viii. Title of the banker
 - ix. Banker's phone number
- 5) ACH forms that are submitted Mon-Fri prior to 4pm EST will be processed the same day, **as long as all the information and supporting documents are valid.** Requests submitted Sat-Sun will be processed the following Monday for Tuesday invoicing. Any ACH forms sent after 4pm EST will be processed within the next 24 business hrs.

TYPES OF CHECKS



NOT ACCEPTED - Starter Check/Personal Checks

No Identification
OR
Handwritten
Identification

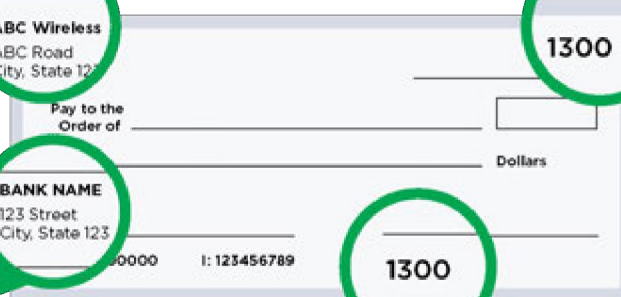




Low Check Number

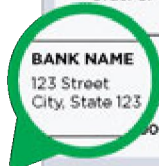


Valid Bank Check

Business Name
and Address


Realistic
Check Series Number
for Increased Trust



Bank's
infomation



Check Series Number

SAMPLE BANK LETTER

CHASE 

Bank Logo

Chase Bank
123 Merry Lane
Columbus, OH 43230

Bank Address

December 29, 2016

Date

To whom it may concern,

Bob's Wireless is a current account holder with Chase and
has been since December 10, 2009.

Confirmation Text

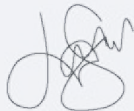
Routing number: 123456789
Account number: 888999888000

Routing and Bank Account Numbers

Bob's Wireless
456 Sandy Dr
Columbus, OH 43230

Account Holder's Information
(Name and address)

Please feel free to contact us if you have any further questions
Sincerely,



Banker's Signature

John Smith
Chase Bank
Branch Banker
Phone: 614 777 1111

Title of Bank Rep

Banker's Phone Number to Call and Verify



VIDAPAY.COM
7240 Muirfield Dr. STE 200
Dublin, OH. 43017
1-877-956-2359

ACH AUTHORIZATION FORM

All fields in this form must be accurate and completed. Any missing or invalid information may delay your request.

VIDAPAY ACCOUNT IDs TO UPDATE

Please list all account ID's you wish to update banking information for:

VIDAPAY ACCOUNT INFORMATION

Business Name: _____ Owner's First Name: _____
DBA Name: _____ Owner's Last Name: _____
Business Address: _____ Contact Phone #: () _____
City: _____ State: _____ Zip: _____ Contact Email: _____

EXISTING BANKING INFORMATION ON VIDAPAY

Business name on bank account: _____

Bank Account Number: _____ Bank Routing Number: _____

NEW BANKING DETAILS (Must match Voided Business Check or Bank Letter)

Business name on bank account: _____ Bank Account Number: _____

Business full address for the bank account: _____ Bank Routing Number: _____

_____ Invoice Delivery Email: _____

If applicable, please enter a brief explanation why the business name and/or the business address does not match the VidaPay account:

Customer agrees that it is purchasing T-Cetra product for resale to end-user customers of prepaid services and that customer is wholly responsible for any and all sales tax obligations on all products purchased from T-Cetra POS.

Customer warrants that the Customer information specified on this ACH Authorization Form is true and correct and authorizes T-Cetra to directly deduct via ACH transactions from Customer's bank account all amounts due to T-Cetra for the sale of all T-Cetra PINs and services and any other charges specified.

T-Cetra is authorized to debit your account starting the date this form is signed and we will bill you with the frequency of the credit terms assigned to your account. Please view PURCHASE PRICE/FEES on your Merchant Agreement for more details about ACH terms.

IMPORTANT, PLEASE READ. This form must be submitted with your non-starter voided check. If you cannot provide a valid voided check, you must provide a bank letter, please refer to the instructions page. All valid requests sent prior to 4pm EST M-F will be processed on the same business day. All valid requests submitted after 4pm EST M-F will be processed within the next 24 business hrs. Saturday and Sunday will be processed Monday for Tuesday invoicing. Please review all attached instructions to ensure a valid request is sent on the first attempt. Any missing or invalid information may delay your request. As a result, your next invoice may be debited from your existing bank information currently tied to your T-Cetra account.

Full Name

Signature

Title

Date Signed

All requests can be sent to: AccountUpdates@tcetra.com OR faxed to: 866-284-7329



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ACH AUTHORIZATION FORM

**PLEASE ATTACH A
BUSINESS VOIDED CHECK HERE
OR A BANK LETTER**

Attach additional pages as needed