

2837 DAISY LANE
SUITE A
WILSON, NC 27896



252.234.2924 – OFFICE
252.234.6010 - FAX

Authorization Agreement For Prearranged Payments (Debits)

This is authorization from _____

With a business address located at _____

to *Time & Payroll* (a DBA for Averette Ventures, Inc.)

to automatically debit customer's ☐ Checking ☐ Savings

Account # _____ At the Branch of _____ in _____
(Financial Institution) (City) (State)

Customer understands that this authorization will remain in effect until Customer notifies its financial institution and Time & Payroll in writing that Customer no longer desire this service, allowing them reasonable time to act on such notification. Customer also understands that if corrections in the debit are necessary, it may involve an adjustment (credit or debit) to its account and may take several days to implement.

Customer understands that it has the right to stop payment of a debit entry by notifying its financial institution and Time & Payroll in writing before its account is charged. If an erroneous debit entry is charged against its account, Customer has the right to have the amount of the entry credited to its account by its financial institution, if, within 15 calendar days following the date on which Customer was sent a statement of account or a written notice of such entry or 45 days after posting, whichever occurs first, Customer gives its financial institution and Time & Payroll written notice identifying the entry, stating that it is in error along with an explanation of the error and requesting it to be returned into its account if its financial institution and Time & Payroll determine the error to have occurred as so described. Customer authorizes its financial institution and Time & Payroll to investigate Customer's claim for erroneous debit before acting on its request to reverse any entry. Customer agrees to act in good faith regarding any of its actions or inactions undertaken pursuant to this Agreement.

Customer agrees to make the funds for the direct deposit available in its account two days prior to the applicable pay date. Customer agrees to promptly pay the charges and penalties assessed against its account by Time & Payroll to recover the cost of a returned item, for not having sufficient funds in its account when the same is required to be in its account and/or for any other reason charge by Time & Payroll. Customer and the person signing this Agreement for Customer are responsible for funding any returned items. This Agreement is nonnegotiable and not transferable by Customer.

The undersigned individual represents and warrants that he/she has full authority and power to sign this Agreement, agrees to indemnify Time & Payroll and its shareholders, directors, officers, employees and agents, and to hold each of them harmless against any and all liabilities, losses, claims, costs or expenses, including attorneys' fees, relating to or arising out of (a) any of Customer's actions or inactions, directly or indirectly, and/or on its behalf or direction regarding any payroll deposit referred to in this Agreement, (b) the breach or inaccuracy of any representations and warranties made in this Agreement, (c) any misrepresentation contained in any statement or certificate furnished by Customer and/or the undersigned individual pursuant to this Agreement, and (d) breach and/or nonfulfillment of any agreement or covenant on Customer's part under this Agreement.

This Agreement shall benefit and be binding upon Time & Payroll, its successors and assigns, Customer and the undersigned individual and their respective successors, assigns, heirs, personal representatives, and beneficiaries. This Agreement may only be changed by a written agreement signed by both the parties hereto. This Agreement shall be governed by and construed in accordance with the laws of the State of North Carolina without giving effect to the North Carolina conflict of law provisions. The parties further agree that the location and sole and exclusive authority for any disputes regarding this Agreement shall be proper only in any federal or state court located only in Raleigh, North Carolina. All notices under this Agreement are to be in writing and delivered in person or by (i) using a registered delivery service that provides a delivery confirmation receipt, addressed to a party at the address set forth at the beginning of this Agreement, or (ii) by registered or certified mail or mail with delivery confirmation, postage prepaid to the address of the parties hereto as each such party shall have in its records for the other or as otherwise set forth at the beginning of this Agreement, or to any other address or facsimile number as the party may designate in writing. The notice shall be deemed delivered (i) if in person or by registered delivery service, the date of delivery, or (ii) if by registered or certified mail or mailed with delivery confirmation, on the day delivered.

The undersigned individual (referred to as "Guarantor"), hereby unconditionally, directly and absolutely guarantee to Time & Payroll and its successors and assigns, the timely and complete performance by Customer in connection with its obligations under this Agreement and the payment to Time & Payroll of the Customer's obligations evidenced by this Agreement when the same shall become due and payable in the event that Customer has not satisfied its obligation to make such payments in accordance with this Agreement. I hereby waive any and all rights to notice of nonpayment of or demand on Customer for payment of such amount. This is a continuing guaranty of payment and of collection which shall remain in force until revoked by written consent of Time & Payroll to Guarantor or until Guarantor's obligations to Time & Payroll under this Agreement have been fully satisfied by Customer and/or Guarantor, and Customer has been discharged in full from any obligations under this Agreement. Guarantor's obligation and liability hereunder shall only be discharged and reduced by payments made by Guarantor directly to Time & Payroll upon Customer's default of this Agreement. Guarantor agrees that, except as hereinafter provided, Guarantor's obligations under this Guaranty shall be unconditional, irrespective of the validity or enforceability of this Guaranty, or the waiver or consent by Time & Payroll with respect to any provision of this Agreement now or hereafter executed by Guarantor and delivered to Time & Payroll.

(Customer Name)

(Customer ID Number)

(Date)

(Signature)

(Title)



NEW CLIENT PROFILE



CLIENT INFORMATION:

Legal Name of Business: _____

If LLC, please circle one: Individual Partnership Corporation

DBA (*Doing Business As*) Name: _____ Name for Checks: _____

Contact Name, Title & SS# : _____

Phone: _____ Fax: _____

Email: _____ Website: _____

Business Address: _____

City: _____ State: _____ Zip: _____

Mailing Address same as Business Address?: ☐ Yes ☐ No (*If not, please fill out below.*)

Mailing Address: _____

City: _____ State: _____ Zip: _____

PAY FREQUENCY:

Pay Frequency: Weekly or Bi-Weekly or Semi Monthly or Monthly or Multiple Frequency

If Semi-Monthly or Monthly, list pay dates: Pay Day #1: _____ Pay Day #2: _____

Workweek: (*ex. Sun-Sat or Mon-Sun*) _____ Day of Payday: _____

TAX INFORMATION:

Federal EIN: _____ State Tax Deposit EIN: _____

State Unemployment ID#: _____ State Unemployment Tax Rate %: _____

For ID# you do not have, would you like for Time & Payroll to apply for them? _____

ADDITIONAL INFORMATION:

Direct Deposit: _____ Time Clock: _____ Total # of Employees: _____

Delivery Options: UPS _____ FedEx _____ Email _____ Pick Up _____ US Mail _____

Paid Holidays: _____

Payroll Deductions: _____ Overtime Rules: _____

(*if other than standard*)

01.10.2020



SIGNATURE FORM

COMPANY NAME:

Instructions

The form is used to supply us with three examples of up to two signatures. To ensure good results, use a black medium point pen. Each signature must be crisp, dark and slightly heavier than normal. **Do not let your signature go outside the corners delineating the signature area.**

Signatures samples must be provided **three times**, one signature in each box.

Signature 1

Signature 2

Please return to the Time & Payroll representative.