



Direct Payment Authorization Form

We are pleased to offer you a new service—Direct Payment. Now you can have your payment deducted automatically from your checking or savings account. And, you won't have to change your present banking relationship to take advantage of this service.

The Direct Payment will help you in several ways:

- It saves time – fewer checks to write and mail
- Helps pay your bills in a convenient and timely manner
- It saves postage – many people spend close to \$100 a year on postage
- It's easy
- No late charges

Here's how the Direct Payment works:

You authorize a scheduled payment to be made from your checking or savings account. Then, just sit back and relax. Your payment will be made

automatically on the specified day. And proof of payment will appear on your statement. The Direct Payment is dependable, convenient and easy. To take advantage of this service, complete the attached authorization form and return it to us.

All you need to do is:

- 1) Mark the box before type of account to indicate whether your payment will be deducted from your checking or savings account.
- 2) Fill in your name, financial institution name, location, and date.
- 3) Attach a voided check for verification of all financial institution information. If you are unable to attach the voided check, please fill in your account number and routing number.

NOTE: Be sure to sign the form!

Please complete the information below.

I authorize Discount Steel, Inc. to initiate a onetime electronic debit entry to my:

Checking Account

Savings Account

for payment of my invoice(s) _____

I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law.

CUSTOMER NAME (PLEASE PRINT) _____

FINANCIAL INSTITUTION NAME (PLEASE PRINT) _____

ACCOUNT NUMBER AT FINANCIAL INSTITUTION _____

FINANCIAL INSTITUTION ROUTING NUMBER _____

FINANCIAL INSTITUTION CITY AND STATE _____

SIGNATURE _____

DATE _____

Electronic submission of this form and conformed signature thereon shall be deemed an original signature and enforceable thereby as if signed in person.

****Return completed form to accounting@discountsteel.com OR fax 612-522-7574**