

ChapterTool.com offers a smart and easy way to automate your payment with Direct Payment.

Direct Payment is a repetitive payment between businesses and consumers that enables you to deduct scheduled payments from a customer's checking or savings account. It's a dependable, flexible, and convenient process that does not require the customer to use a computer or access the internet.

With Direct Payment, you will

- Save time by having one less check to write
- Reduce postage costs with one less bill to mail
- Eliminate late fees or charges by making payment(s) automatically

How does Direct Payment work?

The customer (the consumer) will authorize regularly scheduled payments to be deducted from their checking or savings account by completing and submitting the authorization form below. Direct Payment from your checking or savings account is usually a repetitive payment that will remain in effect until the customer terminates the authorization. Because the payment amount varies, dependent upon the number of active members in your chapter, you will be notified the 1st of each month, 10 days before payment processed.

What are the steps in setting up Direct Payment?

1. The customer (the consumer) must authorize The Web Doctor (ChapterTool.com) to debit payments from his or her checking or savings account by completing an authorization form below and submit to The Web Doctor via email or fax.
2. Because the amount of the ChapterTool.com monthly payment varies (dependent upon number of Active Members within your Chapter on the first of the month, you will be sent an automated email on the 1st of each month with the amount that will be processed 8-10 days prior to the payment transaction date. You may waive this right to notification by signing a variable amount authorization form.

What information do you need to provide in the authorization form?

1. The type of account from which payment will be deducted - checking or savings.
2. Name of financial institution, location and state.
3. A voided check for verification of all financial information **or** account number and routing number.
4. Your name, signature, your chapter name and position and date

It is as simple as that; see Authorization Form on next page!

NOTE: The Web Doctor (ChapterTool.com) is PCI Data Security Compliant.

Chapter Tool Direct Payment Plan Authorization Form

Please use this authorization form and send to: The Web Doctor via email or fax.

The Web Doctor (ChapterTool.com)
1017 Shenandoah Dr SE
Salem, OR 97317-5910
(503) 373-4728

email: brian@chaptertool.com

or Via Fax: **503-373-9848** (no cover sheet required)
though need advanced notice on fax method.

All you need to do is:

1. Mark checkbox for **type of account** (checking or savings account).
2. Fill in your Name, Email, Phone, Financial Institution, Routing No., Account No, Location, Date and Signature.
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 and Date This Form (Below)

AUTHORIZATION FOR DIRECT PAYMENT

I authorize THE WEB DOCTOR to initiate electronic debit entries to my: checking account or savings account for payment of my ChapterTool.com Monthly Service Fee. I acknowledge that the origination of the ACH transactions to my account must comply with the provisions of U.S. law. **This authority will remain in effect until I have cancelled it in writing.**

Financial Institution Name (Please Print) _____

Financial Institution Routing/Transit Number _____

Account Number at Financial Institution _____

Financial Institution City and State _____

Your Name _____ Phone _____

Email _____

Chapter Name _____ Chapter Position _____

Signature _____ Date _____

PLEASE KEEP A COPY OF THE AUTHORIZATION FOR YOUR RECORDS

Tape Voided Check Here if not supplying Financial Information above.