



**National Realty Partners, LLC**

## **SERVICE PROVIDER ACH ENROLLMENT FORM**

At National Realty Partners, LLC (NRP) we pride ourselves on providing the best service to all our customers and our service provider partners. In a continued effort to provide you with the best service, we now offer an even more expeditious process for invoice payment, *at no cost to you*.

All service providers are encouraged to electronically submit invoices, in PDF format, directly to our accounting department, via email, at [AccountsPayable@NRPartnersLLC.com](mailto:AccountsPayable@NRPartnersLLC.com). This eliminates the need to process an invoice, pay for postage and wait for mail delivery! When submitting, please send only one invoice per email for the most expeditious processing.

Additionally, we offer the option of receiving payments via an electronic funds transfer, again, at no cost to you. Payments will be electronically deposited into your company's designated bank account through ACH (Automated Clearing House). ACH payment remittance advice will be delivered via email to the primary email address on file.

To enroll in ACH payment, simply complete and return the attached form.

Signing up for ACH payments provides several benefits:

### **Quicker Payments**

- ✓ ACH payments are a faster method of payment.
- ✓ ACH payments can be credited to your account in just a few days. Payments made by check can take 7-10 days to be received through the postal service.
- ✓ Usually, banks do not hold ACH payments unlike the checks you deposit. Your funds are available as soon as the ACH payment is credited to your account.

### **Less Hassle**

- ✓ ACH payments eliminate the need for paper checks.
- ✓ Your ACH payment cannot be lost in the mail or delayed due to a forwarded address.
- ✓ You will receive notification and remittance advice for each ACH payment via email.
- ✓ Save time by not traveling to the bank or waiting in line to deposit your check.

If you have any questions about our ACH payments program, please feel free to contact our Accounts Payable team at [AccountsPayable@NRPartnersLLC.com](mailto:AccountsPayable@NRPartnersLLC.com).



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To enroll in ACH payments from National Realty Partners, LLC (NRP), please complete the information below. Information on this form is subject to additional verification prior to enrollment in ACH.

SERVICE PROVIDER INFORMATION

[ ] New Request

[ ] Change Request

Form with fields: SERVICE PROVIDER LEGAL NAME, TAXPAYER ID / EIN (Required), SERVICE PROVIDER D.B.A. NAME, IF ANY, ADDRESS, CITY, STATE, ZIP, ACCOUNTING CONTACT NAME, TELEPHONE NUMBER, FAX NUMBER, EMAIL ADDRESS (PRINT CLEARLY) - \*Required to receive remittance.

FINANCIAL INSTITUTION INFORMATION

Form with fields: BANK NAME, TELEPHONE NUMBER, ADDRESS, CITY, STATE, ZIP, ACH ROUTING NUMBER (9 Digits), ACCOUNT NUMBER, ACCOUNT TYPE (CHECKING, SAVINGS)

Certification:

I understand that my enrollment in ACH does not set a requirement or expectation that all payments will be made via ACH and that the payment method will ultimately be decided by National Realty Partners, LLC. I understand I am responsible for notifying National Realty Partners, LLC of any changes to the information provided and release National Realty Partners, LLC and any clients of National Realty Partners, LLC of any liability related to enrollment or payment via ACH. I agree to immediately return any erroneous payments that may occur as a result of payment via ACH. I certify the information provided on this form is true and correct, and that I, as an authorized representative for the above-named company, hereby authorize National Realty Partners, LLC to electronically deposit payments to the designated bank account. This authority remains in full force until written notice of change or cancellation is received by National Realty Partners, LLC. National Realty Partners, LLC reserves the right to cancel or suspend this authorization at any time.

Authorization:

Authorized Official Name Signature Title Date

Please the completed form to National Realty Partners, LLC at AccountsPayable@NRPartnersLLC.com or send the fax number below.

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