

Autopay Authorization Form

I, _____, on behalf of _____, give White
Full Name Client Company Name
Wolf Computer permission to process autopayments for the following recurring transactions. I
understand that my desired payment method will need to be input on the billing portal prior
to autopayments taking effect. My credit card or ACH account details will be securely stored
on my billing profile and its full details will not be viewable by any employees.

Approved Recurring transaction(s):

1. _____ **Recurrence:** Monthly
Service agreement or recurring invoice description Annually

Max. amt authorized to autopay: \$ _____
Payment Method: ACH Credit/Debit Card

**Last 4 digits of acct associated
with autopayment method:** _____

2. _____ **Recurrence:** Monthly
Service agreement or recurring invoice description Annually

Max. amt authorized to autopay: \$ _____
Payment Method: ACH Credit/Debit Card

**Last 4 digits of acct associated
with autopayment method:** _____

3. _____ **Recurrence:** Monthly
Service agreement or recurring invoice description Annually

Max. amt authorized to autopay: \$ _____
Payment Method: ACH Credit/Debit Card

**Last 4 digits of acct associated
with autopayment method:** _____

*All cancellations for autopay must be received via email to billing@whitewolfcomputer.com no later than 1 week prior to the billing cycle date/due date.

Other Autopay Approvals (Optional):

Would you like to setup autopay on any invoices up to a certain amount?

Yes

Not right now

Max. amt authorized to autopay: \$_____

Payment Method: ACH Credit/Debit Card

Last 4 digits of acct associated

With autopay method: _____

I confirm that the above information is correct to the best of my knowledge. I acknowledge that if I decline to input my preferred payment method(s) for autopayment processing in the billing portal before submitting this form, I will need to contact White Wolf Computer in order to have it manually added before the autopayment configuration can be added - This requires providing my payment information to a White Wolf Computer representative.

Customer Signature

Date

Please view the next page for instructions to add your preferred payment method(s) to the billing portal!

Once that is complete, please attach this form to an email and send it to billing@whitewolfcomputer.com. We will notify you when the autopay configuration has been setup.






If you are unable to add your payment method(s) to the billing portal, please contact the office for assistance at 518-459-9653.

*All cancellations for autopay must be received via email to billing@whitewolfcomputer.com no later than 1 week prior to the billing cycle date/due date.

How to add a Payment Method

On your company dashboard, the "Payment Methods" section lists all credit cards or bank accounts on file for your account

- Clicking on "NEW" will allow entry of a Credit Card, or other supported form of payment.
- Clicking "EDIT" will require re-entry of ALL payment information (regardless of type).

PAYMENT METHODS					+ NEW
TYPE	FRIENDLY NAME	EXPIRATION (MM/YY)	LAST 4		
	Test MC	02/30	5100	MANAGE	
	Rusty Shackelford	04/30	1117	MANAGE	
	Elmer Fud's Main Checking	--	xx56	MANAGE	
	Primary Amex	06/22	1115	MANAGE	
	Testy Testerson	12/24	1111	MANAGE	

Click or tap to toggle between the Credit Card or ACH (Bank Account) options, and then proceed with "Next".

NEW PAYMENT METHOD	
CREDIT CARD	BANK ACCOUNT
CANCEL NEXT	

The "Friendly Name" is simply the title of the payment information for easy recognition used by the portal.

- Ex. "Bob's Primary Card", "Mary's Business Visa"
- Be sure to click "Next" when all the fields are valid.

CREDIT CARD

Friendly Name ⓘ

Primary Amex

Credit Card Number

375811111111115

AMERICAN EXPRESS

First Name

Randy

Last Name

Marsh

Month Expiration

06

Year Expiration

2022

Card Reader

Off ☐ On ☐

CANCEL

BACK

NEXT

Fill in the address information if required.

CREDIT CARD

Address ⓘ

28201 E. Bonanza St.

Phone Number ⓘ

Address Line 2 ⓘ

Email Address ⓘ

randymarsh@gmail.com

City ⓘ

South Park

State/Province ⓘ

CO

Postal Code ⓘ

80440

CANCEL

BACK

NEXT

Check-mark the box to authorize the addition of the payment method. Note: Clicking "Submit" does NOT process a transaction!

CREDIT CARD

Summary

AMERICAN EXPRESS

3758 111111 11115

RANDY MARSH 06 / 2022

ADDRESS

28201 E. BONANZA ST.

SOUTH PARK, CO 80440

☒ I authorize the use of this payment method to settle transactions in this portal.

CANCEL

BACK

SUBMIT

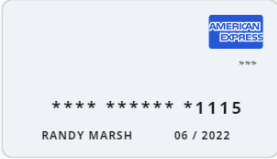
Once submitted, you should see a success confirmation that the payment method was added.

This is then stored in the secure, PCI compliant, Customer Vault

SUCCESS

SUCCESS

Primary Amex was successfully added.



DONE

- This allows repeated use of the payment method, without re-entry (needed for AutoPay!)
- The native data in the vault is inaccessible by you or us (full account numbers are not visible).

ACH Form:

BANK ACCOUNT

Friendly Name ⓘ

Required

Routing Number

Required

Confirm Routing Number

Required

Account Name ⓘ

Required

Account Number

Required

Confirm Account Number

Required

Account Type
☒ Checking ☐ Savings

Account Holder Type
☒ Business ☐ Personal

CANCEL

BACKNEXT