

## ACH/Credit Card Authorization Form

<b>Step #1 – Please complete:</b> Company/Organization Name: _____ Client ID Number (if known): _____ Address: _____ City: _____ State _____ Zip _____ Your Name _____ Signature _____ Date _____	
<b>Step #2 – Amount to be debited/charged:</b> <input type="checkbox"/> <b>Option 1</b> Payment in Full \$ _____ Or <input type="checkbox"/> <b>Option 2</b> Upfront \$ _____ and Monthly \$ _____ <i>Monthly amounts will be charged on the 10<sup>th</sup> of each month.</i>	<b>Step #3 – Choose one:</b> <input type="checkbox"/> <b>Bank Account</b> <small>(ACH can only be processed from US bank accounts.)          (Please attach copy of voided check below)</small> <input type="checkbox"/> <b>Credit Card</b> <small>(Please note that credit card payments in excess of \$1,000 are subject to a 3% fee of the amount in excess of \$1,000. This fee will be added to your order's total. )</small>
<b>Step #4 – Please fill out the information below based on your Step #3 selection.</b>	
<b>Bank Account option:</b>  Checking Account Transfer <small>(Voided check must be attached below)</small> Savings Account Transfer <small>(Deposit slip must be attached below)</small>  I hereby authorize  _____ <small>(Print name of your financial institution)</small>  to make our payment on our behalf from our bank account and transfer it to <b>SofterWare Inc.</b> All payments provided to SofterWare, Inc. originating as ACH transactions comply with U.S. law.	<b>Credit Card option:</b>  Choose One: <input type="checkbox"/> Visa <input type="checkbox"/> AMEX <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover  _____ <small>(Credit Card Number)</small>  _____ / _____ <small>(Month/Year)</small> <small>(Expiration Date)</small>  _____ <small>(Name on card if different than Step #1)</small>  _____ <small>(Billing address for card if different than Step #1)</small>

I understand that I am in full control of my payment, and if at any time I decide to make any changes or discontinue payments, I will notify SofterWare, Inc. by calling (215) 628-0883. Change of payment method will not affect the terms of my contract.

**If Bank Account option is selected,  
 please attach voided check.**

*Return Information :*

Phone 215-628-0883 • FAX 215-628-1787 • [accounting@softerware.com](mailto:accounting@softerware.com)