



## Authorization Agreement for Transfer of Direct Deposit (ACH Debit/Credit) Information

Request Type:      New Application ☐      Request Change ☐      Request Termination ☐

Vendor Name(s): \_\_\_\_\_

Vendor Number(s): \_\_\_\_\_ Federal Tax I.D. # / SS #: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Bank Address: \_\_\_\_\_

Please Check Account Type:      ☐      Checking      or      ☐      Savings

Bank Routing Number: \_\_\_\_\_ Bank Account Number: \_\_\_\_\_  
(Must be nine (9) digits)

The Vendor hereby authorizes Monroe Energy Resources LLC ("Monroe Energy") to make ACH direct deposit payments (and appropriate debit and adjustment entries for any deposits determined to be fraudulent, duplicate, or made in error) to the financial institution and account designated herein. Vendor acknowledges that all ACH direct deposit payments to its account must comply with the provisions of U.S. law. Vendor agrees not to hold Monroe Energy or its affiliates responsible for any delay or loss, claim or damage due to (i) incorrect or incomplete information supplied by Vendor or its financial institution or (ii) any error on the part of its financial institution, including, but not limited to, the posting of any payment by Monroe Energy. This authorization will remain in full force and effect until Monroe Energy receives 30 days written notice from the Vendor requesting termination or changes to this Authorization Agreement.

**IMPORTANT: Please attach a voided check or other official bank document verifying your account information (account number, routing number, bank name and account holder name) and provide your email address to expedite future communication. We will not disclose your email address to third parties.**

Attach Voided Check Here

**If you choose to receive electronic payments, you will no longer receive payment detail by mail. Please allow 30 – 60 days for set-up of your electronic payments. During this time, you will continue to receive checks via U.S. Mail. Payment detail will be easily accessible online at [Energylink.com/contact](http://Energylink.com/contact).**

**Note: When more than one Vendor is involved, all signatures are required to update banking instructions.**

Signature: _____	Signature: _____
Print Name: _____	Print Name: _____
E-mail: _____	E-mail: _____
Date: _____	Date: _____
Phone: _____	Phone: _____

**PLEASE RETURN YOUR FULLY EXECUTED COPY OF THIS AUTHORIZATION AGREEMENT VIA REGULAR MAIL OR E-MAIL TO:**

Monroe Energy Resources LLC  
Attn: Vendor Relations  
1201 Fannin Street, Suite 262,  
Houston, Texas, 77002, USA

Email: [vendorrelations@monroe.energy](mailto:vendorrelations@monroe.energy)