

ACH REQUEST FORM

I hereby authorize Avanti Destinations, Inc. to initiate automatic deposits to my account at the financial institution named below. I also authorize Avanti Destinations, Inc. to make withdrawals from this account in the event that a credit entry is made in error. Further, I agree not to hold Avanti Destinations, Inc. responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account. This agreement will remain in effect until Avanti Destinations, Inc. receives a written notice of cancellation from me or my financial institution, or until I submit a new direct deposit form to the Accounting Department.

CONTACT _____

TELEPHONE _____

EMAIL _____

FULL LEGAL COMPANY NAME _____

TAX IDENTIFICATION NUMBER (EIN) _____

ADDRESS _____

CITY, STATE & ZIP CODE _____

TELEPHONE _____ FAX _____

AVANTI CLIENT ID# [ARC/IATA/CLIA/TRUE] _____

(If you are submitting information for multiple addresses where banking information and W-9 information match please include a list that has the following information for each location: Avanti Client ID #, Business Name, Mailing Address)

ATTACH A COPY OF THE AGENCY'S CURRENT W9 WITH THIS FORM AND A VOIDED CHECK

(a bank letter should be sent if no checks available)

BANK INFORMATION

*(please see the check example below on how to find the requested information *some checks have this information in a different order*)*

PAY TO THE ORDER OF _____		\$ _____
FOR _____		DOLLARS
123456789	000123456789	123
ROUTING NUMBER	ACCOUNT NUMBER	CHECK NUMBER

COMPANY NAME AS IT APPEARS IN THE BANK _____

BANK NAME _____

BANK ADDRESS _____

BANK ROUTING NUMBER _____

BANK ACCOUNT NUMBER _____ CHECKING SAVING

EMAIL ADDRESS *(Contact for details of direct deposit ACH notification)* _____

AUTHORIZED SIGNATURE _____ PRINTED NAME _____

TITLE _____ DATE _____

Mail to: Avanti Destinations, Attn: ACH Updates, 111 SW Columbia St., Suite 1200, Portland, Oregon 97201
Avanti Destinations, Inc. will not accept ACH applications by email, fax or any other means for your security.

ACH FAQ's

What is ACH?

ACH stands for Automated Clearing House and is an alternative method to being paid by check. Once you supply your banking details it acts much like a wire, and the funds will be electronically transferred into your account. This payment method is commonly used for payroll purposes and by the Federal Government.

How much does ACH cost?

Nothing! It is a free service to you.

Is ACH secure?

Yes, this is a common and safe way to receive payments. Please contact your bank should you have any further concerns.

Why should I sign up to receive my commissions by ACH?

This will allow you to receive your funds faster and you can't lose an ACH in the mail.

How long will it take for ACH fund to appear in my bank account?

It should take approximately 2-3 business days from the date the commissions are processed. This is of course quicker than receiving payment by check.

If I select to be paid via ACH how often will I receive my commission payments?

We issue commission payments once per week – the week following the Departure Date stated in the booking. The timing of when you receive your commission stays the same. You will just be getting paid faster.

When will I receive my first commission paid via ACH?

Your account(s) will be updated to ACH within 10 business days of receipt of the necessary information in the mail. ACH information must be received by mail prior to updating.

Will I see separate transactions on my bank account for each booking?

No. All commissions due for the period will be combined into one ACH transaction.

How will I receive my remittance statement now that I will not receive a check stub?

The remittance information will be emailed to you per the email you select. This will be sent on the same day the commissions are processed.

What will it look like on my bank statement?

It will show as an electronic deposit with the name "Avanti Destinations" in the body of the text.

Who do I contact if I have questions about ACH or need to update my banking details?

Please email agencyupdates@avantidestinations.com with your question. Do not send banking details via email.

How do I sign up?

Mail in the following three items:

- A completed and signed ACH Request Form
- A completed and signed W-9
- A voided check (Bank letter if no check available)
- A list of agencies, addresses, and DBA names (if applicable)

Mail to:

Avanti Destinations
Attn: ACH Updates
111 SW Columbia St, Suite 1200
Portland, OR 97201

Do I need to include a completed and signed W9 even if I've already submitted one?

Yes please. For due diligence purposes we require a new W9 as part of the ACH registration process.

Why do I need to send a voided check to Avanti Destinations?

We are requesting the voided check to verify that your bank account and routing number are correct on the form submitted. *(If you do not write checks from your bank account, please send a bank letter with your account details.)*