



**Flex-Pay Business Services, Inc.
Summary of Funds Transfer and Credit Policies**

- 1- All funds for taxes, direct deposits and billing will be transferred via ACH two business days prior to check date.
- 2- If any transfer is returned to Flex-Pay Business Services for non sufficient funds (NSF), a return fee of \$100.00 will be assessed for each return. The account will be placed on Credit Hold until all fees are collected.
- 3- If there is a second occurrence where any transfer is returned the account will be removed from tax service and Flex-Pay Business Services will not be able to generate direct deposits.

Mid-Quarter Conversion Only

As a Tax Client, Flex-Pay Business Services is responsible for the payments being made correctly and promptly for your taxes. Therefore, we must draft your account for any unpaid taxes that will be due at quarter end which may include federal or state withholding and/or unemployment. You will receive notification of the amount as well as a breakdown prior to this draft. Flex-Pay will draft the tax dollars on your first live check date. If you are a monthly filer for Federal and/or State withholding and we are processing your first payroll mid-month, we will need to draft for those taxes as well. If you were with another payroll vendor, you will need to contact them and have them refund any unpaid tax funds to you.

Client Signature: _____

Company Name: _____

Date: _____

Witness: _____