



## Customer Payment Authorization Form

Hill & Usher offers fast payment: FaxCheck and ScanCheck options

A signed Customer Payment Authorization Form is required to process payment.

<< **ATTACH CHECK TO FAX OR SCAN HERE** >>

How to FAX your payment:

1. Make your check payable to **Hill & Usher** for the amount due.
2. Sign and date the authorization below.
3. Fax both authorization and your check to: 602-956-4418.
4. Retain the original check for your records. Do not mail us an original.
5. Your faxed document will serve as your tender for payment.

How to Scan and pay by Email:

1. Make your check payable to **Hill & Usher** for the amount due.
2. Sign and date authorization below.
3. Scan authorization and your check to readable file format. (.pdf .tif .jpeg)
4. Email the scan file(s) to doccontrol@hillusher.com
5. Retain the original check for your records. Do not mail us an original.
6. Your email and attachment file will serve as your tender for payment.

<< **ATTACH CHECK TO FAX OR SCAN HERE** >>

\_\_\_\_\_  
Bank ABA Number:                      Account Number:                      Check Amount:

< For verification purposes, enter your bank information above >

The digital image of our check along with my signature below authorizes Hill & Usher, LLC to charge our bank account one time only in the amount of the check and in accordance with the terms and conditions shown on page 2 of this form.

\_\_\_\_\_  
Signature of Authorized Account Signor:

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Printed Name:

\_\_\_\_\_  
Company Name & Code

*Please Note: These payment options are not available if you are using a "starter check" from your bank or convenience checks, including checks from credit card companies, credit unions, home equity accounts or money markets.*

Phone: (602) 956-4220                      Fax: (602) 956-4418



**NOTICE TO CUSTOMERS:**  
**MAKING PAYMENT BY FAXCHECK SCANCHECK OR EFT**

If you send us a check by fax or digital image, it will be converted into an electronic funds transfer (EFT). This means we will print copy your check and use the account information on it to debit your account electronically for the amount of the check. The debit from your account will usually occur within 24 hours, and will be shown on your regular account statement.

If the EFT cannot be completed because of insufficient funds, we may try to make the transfer up to two times and we will charge you a one-time fee of \$30 which we will also collect by EFT.

If your FaxCheck or ScanCheck is not legible or readable by our electronic equipment, you authorize us to use the bank routing and account information to process your payment by ACH in a manner similar to the way we process payment received by check as EFT. The debit from your account may be shown as ACH or EFT depending on the manner in which your financial institution records these transactions.

If we are not able to complete the payment transaction because of insufficient funds or your account is closed or for some other reason beyond our control, you understand and agree that any underlying insurance transaction associated with our requiring the payment to be made may be voided and any benefits therefrom may be unavailable to you.