



ACH / WIRE PAYMENT AUTHORIZATION

Use this form to pay by bank transfer. Choose ONE option below. Option A authorizes Apex to debit your account electronically (ACH). Option B is for customers who will send a wire or ACH credit from their own bank to Apex. Return the completed, signed form to the store handling your order.

Apex company: ☐ Apex Granite Outlet ☐ Apex Stone & Cabinet ☐ Apex Home Outlet

Payment option: ☐ A – ACH debit (Apex pulls funds from my account) ☐ B – Wire / ACH credit (I will send funds to Apex)

WIRE FRAUD WARNING – PLEASE READ

Criminals impersonate businesses by email and send fake "updated" bank instructions. Apex will NEVER change its bank account information by email or text. Before sending any wire or ACH payment, call the store at the phone number on your invoice (not a number from an email) and confirm the account details verbally with your sales associate or manager.

Apex is not responsible for funds sent to an account other than the one confirmed by phone. Wires are final and generally cannot be recalled.

01 CUSTOMER & ORDER INFORMATION

Customer / Company Name	Invoice / Order / Quote #	Store Location
Contact Phone	Email Address	Sales Associate
Description of Purchase / Services	Delivery / Installation Address	

02 PAYMENT AMOUNT & SCHEDULE

Type: ☐ One-Time Payment ☐ Deposit ☐ Final Balance ☐ Recurring / Installments (Option A only)

Amount (\$)	Date to Debit / Send	If recurring: Amount per Payment (\$)	Frequency (weekly / monthly)	Number of Payments
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03 OPTION A – ACH DEBIT AUTHORIZATION (BANK ACCOUNT INFORMATION)

Attach a voided check (personal or business) or a bank letter showing the account holder name, routing number, and account number. Deposit slips are not accepted.

Name on Bank Account (exactly as shown at the bank)	Bank Name	Type: ☐ Checking ☐ Savings	
Account Holder Address	City	State	ZIP

Bank Routing Number (9 digits)

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Account Number

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Account ownership: ☐ Personal – I am the sole owner ☐ Joint – I am an owner ☐ Business – authorized signer

04 OPTION B – WIRE / ACH CREDIT INSTRUCTIONS (SEND FUNDS TO APEX)

Complete the fields below, then request Apex's bank instructions from your sales associate and confirm them BY PHONE before sending. Include your invoice number in the wire memo / reference field.

Sending Bank Name	Name on Sending Account (must match customer name)	Expected Send Date
Apex bank instructions confirmed by phone with (staff name):	Date / Time of Call	Wire / Confirmation # (after sending)



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05 IDENTITY VERIFICATION (REQUIRED FOR BOTH OPTIONS)

Attach a copy or clear photo of a government-issued photo ID. The name on the ID must match the name on the bank account.

ID type: ☐ Driver's License ☐ State ID ☐ Passport ☐ Military ID

Name Exactly as Shown on ID	ID Number	Issuing State / Country	Expiration Date
Address on ID	ID name matches bank account name? ☐ Yes ☐ No	Date of Birth	

06 AUTHORIZATION & AGREEMENT

By signing below, I confirm and agree that:

- I am an authorized owner or signer on the bank account listed, the information on this form is accurate, and no one else is completing this form on my behalf.
- Option A: I authorize the Apex company selected above ("Apex") to initiate electronic debit entries (ACH) to the account listed for the amount(s) and schedule indicated, and to initiate credit entries or adjustments to correct any error. This authorization remains in effect until the payments are complete or until I revoke it in writing with at least 5 business days' notice before the next scheduled debit.
- If a debit is returned for insufficient funds, a closed account, or any other reason, I authorize Apex to re-present the debit once and to charge a returned-payment fee of \$_____ (not to exceed the amount allowed by law), and I understand my order may be placed on hold.
- Option B: I am responsible for confirming Apex's bank instructions by phone before sending funds. Funds are not applied to my order until received and verified by Apex. Any bank fees for sending are my responsibility.
- This payment is for the products and/or services described above and is subject to the terms, conditions, and return/refund policy on my invoice or sales agreement.
- This form will be processed and then stored securely or destroyed in accordance with banking rules. Apex does not share account information with third parties except its bank and payment processor.

Account Holder Signature

Printed Name

Date

FOR OFFICE USE ONLY – STAFF VERIFICATION

☐ ID matches account name ☐ Voided check / bank letter attached ☐ Check name matches customer ☐ Copies filed
Option B: Instructions given by: _____ Phone confirmed: ☐ Yes Date: _____ Funds received: ☐ Yes Date: _____
Processed by: _____ Date: _____ Trace #: _____ Amount applied: \$ _____ Initials: _____