



# Payment Method Authorization

**I. Authorization.** This is my (Customer) authorization for Fleet One, LLC ("Fleet One") to debit my bank account. **I have provided my bank information below and included a copy of a voided check. I understand that a letter from my bank confirming the bank account information is required with blank/temporary checks. I understand that if all required information is not provided the request will not be completed.**

\_\_\_\_\_ at the \_\_\_\_\_ branch of  
(Bank Account Number) (Bank Routing/ABA#) (Branch)  
\_\_\_\_\_, (\_\_\_\_\_) in \_\_\_\_\_,  
(Name, Phone Number of Financial Institution) (City) (State)

Is the account information provided above to be your primary account on file with FleetOne? Y/N  
Is an account on file no longer valid and should be deleted Y/N? If yes, what are the last four digits? \_\_\_\_\_

I understand that WEX Fleet One will process only the specified amount indicated on the ElectroniChek or the amount submitted online electronically via Automated Clearing House (ACH). In the event of an error and a refund or credit is due back to the Customer, Fleet One will make the correction within 72 hours.

**II. Payment Method Selection.**

**AutoPay** – Uses ACH to automatically debit Customer’s bank account to pay invoices. Preparation and Transmittal of Entries - I, the Customer, understand that Fleet One will prepare an ACH from invoices electronically provided that will automatically debit my bank account.

Email address for auto debit confirmation: \_\_\_\_\_

- A. Pay on Due Date.** This form of electronic payment is automatically initiated on the due date of your invoices.
- B. Daily Transmittal.** Entries are to be initiated by WEX Fleet One daily for the amounts invoiced for the activity of the previous day, with the exception of Monday’s, which will include the activity of Friday, Saturday, and Sunday.
- C. Multiple Day Transmittal(s).** Entries are to be initiated by Fleet One for settlement on specified days for the amounts invoiced.
- D. Weekly Transmittal.** Entries are to be initiated by WEX Fleet One for settlement on specified day for all invoices billed.

- Select the day(s) of your choice:
- Monday
  - Tuesday
  - Wednesday
  - Thursday
  - Friday

**InternetPay** – Allows you to initiate electronic payment (ACH) through Fleet One’s Online Account Management. To get set up for Online Account Management, please call 800.359.7587.

**FaxPay** – Allows you to initiate electronic payment (ACH) when you fax WEX Fleet One a completed ElectroniChek form.

Email address for payment confirmation: \_\_\_\_\_

WEX Fleet One certifies that it is entitled to payment for the amounts invoiced from transactions detailed on same invoice.

**III. Non-Sufficient Funds.** I understand if an entry is returned for non-sufficient funds, I will remit payment via wire to WEX Fleet One’s wire account for the returned entry amount. I understand a returned payment fee in accordance with my terms and conditions, or the maximum amount allowable by law, will be charged to my account. I understand I may be required to make future payments via wire to Fleet One LLC.

**IV. Change in Bank Account Information.** When customer bank account information changes, Customer agrees to complete and submit to WEX Fleet One a new Payment Authorization Form to ensure funds are withdrawn from the correct account.

**V. Cancellation.** I understand that this authorization will be in effect until I notify Fleet One, LLC, 613 Bakertown Road, Antioch, TN 37013 and my financial institution in writing that I no longer desire this service, allowing them reasonable time to act on my notification. I also understand that if corrections are necessary, it may involve an adjustment (credit or debit) to my account. WEX Fleet One reserves the right to discontinue accepting the payment method at any time.

\_\_\_\_\_  
(Customer Company Name)

\_\_\_\_\_  
(Fleet One Account Number)

\_\_\_\_\_  
(Customer Name – Authorized Person, Print)

\_\_\_\_\_  
(Authorized Person – Signature)

\_\_\_\_\_  
(Date)

**Please return this completed form via e-mail to [paymentinformationupdate@fleetone.com](mailto:paymentinformationupdate@fleetone.com) or Fax to 877.254.3583 For questions, call 877.239.2381.**

**All complete form submissions will be processed within 2 business days.**

