



Green Bay Office  
839 Lombardi Ave.  
Green Bay, WI 54304

### ACH DIRECT DEPOSIT AUTHORIZATION

I, \_\_\_\_\_ would like to participate in having my commission checks directly deposited through ACH into my bank account indicated below beginning on \_\_\_\_\_.

Bank Name \_\_\_\_\_

Bank Routing # \_\_\_\_\_

Bank Account # \_\_\_\_\_ Checking  Savings

**Please note the guidelines below regarding ACH transactions through Shorewest Realtors/IMMOBILIA GB, Inc.**

- There is a **3 p.m. daily cutoff** for all commissions paid through ACH. This will allow your funds to be deposited in your bank account the following day. There are no same-day transactions.
- Deposits made on Friday will be available on Monday.
- If you choose to be paid via ACH, all your commissions will be paid this way. You may not be paid via check as an alternative for any reason.
- Please be sure to keep accounting up to date with your banking information. If you switch banks, etc. and we are not notified, your payment will most likely be delayed and fees may be associated with a return/correction from the bank.
- After a closing, you will still receive a check stub similar to what you have been receiving already. If you have questions or think something is incorrect, we ask that you contact accounting right away so we can try to rectify it asap.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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