



# Application Form

## Pre-Authorized Credit Card Withdrawal Program

### Internal Use Only

Type: \_\_\_\_\_ New Authorization: \_\_\_\_\_ Financial Institution Change: \_\_\_\_\_ Add to Existing Account: \_\_\_\_\_

SmartOffice® Registered User Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Credit Card Type: \_\_\_\_\_ Account #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Amount: \_\_\_\_\_ Name(s) on Credit Card: \_\_\_\_\_

Credit Card Billing Address: \_\_\_\_\_

I request and authorize Zinnia Distributor Solutions LLC to make monthly withdrawals via electronic transfer from my credit card account above in the amount indicated above. This agreement begins during the month and year here stated below for the SmartOffice® Online or the SmartOffice® application registered to the individual/company named below. I request that this Authorization, unless previously revoked, continue to apply to any changes later made in products or services provided. I understand that Zinnia Distributor Solutions LLC reserves the right to withdraw previous month(s) due during the month in which the first transaction is processed. Debits to my account will occur between the 10th and 15th of the month. I understand that there will be a 2.75% administrative processing fee each monthly transaction. I agree that the term of the Maintenance and Support Agreement is for 12 months from the beginning date stated above. This pre-authorized payment agreement will automatically renew annually and will remain in effect until cancelled in writing by either party. I agree that if this pre-authorized payment agreement terminates for any reason before the end of the 12-month period, Zinnia Distributor Solutions LLC is authorized to debit my account for the full remaining balance due unless other arrangements for payment of the balance have been approved by Zinnia Distributor Solutions LLC. As a convenience to me, I hereby request the credit card issuer above to accept and honor transfer withdrawals from my account. I agree that your rights in respect to each transfer shall be the same as if it were drawn personally by me and that you shall be fully protected in honoring such transfer. I further agree that if any such withdrawal is dishonored, whether with or without cause and whether intentionally or inadvertently, the credit card issuer shall be under no liability whatsoever if such dishonor results in the forfeiture of benefits. These Authorizations shall remain in effect until revoked in writing, mailed to the other parties at the address of record. The Company or Financial Institution shall have a reasonable time to act on the revocation notice. I have retained a copy of these Authorizations.

Card Holder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Once completed, please fax (866) 422-0259 or email to [crmbilling@zinnia.com](mailto:crmbilling@zinnia.com).

