



Sign up checklist for the IVR Phone Pay service. Follow each step on this checklist, check each box as you complete the step, then email or fax this page after it is completed along with all the other required forms filled out. Email to sales@rtopro.com or fax to 352-835-0682.

1. Please provide the following info for each location that will participate in the IVR service.

Company Name:

Phone:

Address:

Store # in RTO Pro:

City, St, Zip:

Company Website:

Email address for customer reference / Webpay payment notices:

Email address for billing notices:

2. Fill out the RTOWebpay Authorization/Service agreement form (Page 2). The first day of each month you will also be charged by Autopay, your Webpay fees, for the previous month. The only fee is 70 cents per payment transaction, no monthly fee, no setup fee.

3. Your support/lease plan for RTO Pro will have to be setup on Autopay, either by ACH or credit card. You can use the form on page 3 to sign up. You can find your payment details on any receipts or invoices or contact support.

4. If you are accepting credit card payments, we need the merchant credentials form the RTO Pro integrated credit card processor. They typically email these after you are setup. If you are not setup for integrated credit card processing yet, call 352-383-9375 to get their contract info to get setup.

5. Check the payment forms that you accept below.

VISA

Mastercard

American Express

Discover

6. What transaction fee, if any do you want to charge for IVR payments. Transaction fee can be a set amount or a % of the payment amount. Transaction Fee:

Service Agreement / Authorization Form for RTOWebpay.com IVR Service

FutureWare Enterprises, Inc. DBA RTO Pro Software
1731 Old Mount Dora RD, Eustis, FL 32726
Phone Number: 352-383-9375
E-mail Address: sales@rtopro.com

Today's Date:
Fax Number: 352-835-0682
Website: www.RTOPro.com, www.RTOWebpay.com

Customer Information

Business Name:	Owner/Officer Name:
Business Address:	Company FEI:
City St Zip:	Business Phone:

Financial Institution

Financial Institution	Type of Account
Name of Institution:	<input type="checkbox"/> Personal Checking <input type="checkbox"/> Personal Savings
Bank Account# (or CC# for credit card):	<input type="checkbox"/> Business Checking <input type="checkbox"/> Credit Card
Bank Routing Number :	Exp Date if Credit Card:

Schedule of Fees

Setup Fee	Monthly Service Fee	Per Payment Fee
\$0.00	\$0.00	\$0.70

AUTHORIZATION

I authorize the electronic debit or debits to my account as outlined in the above form. I understand the debit will be processed on the **FIRST DAY OF EVERY MONTH and the amount of the debit will be based on the number of online payments initiated from the RTOWebpay.com payment portal for the previous month multiplied by the Per Payment Fee listed above.**

CHANGE OF INFORMATION: I agree to notify verbally to 352-383-9375 or in writing to the above address fifteen (15) or more days prior to any change to the account and/or closing of the account shown above and/or any change or situation that may affect debiting the payment.

RETURNS: I authorize the state authorized fee or returned item fee in the amount of \$25.00 to be debited from my account if a debit is returned unless the returned item was the result of an error by the processor. I authorize returned transactions to be resubmitted up to 3 (three) times without further notice to me.

CANCELLATION: I understand that I may cancel the electronic debit authorization by providing written notice to the address above or verbal notice to 800-351-6299 fifteen (15) or more days prior to the next scheduled payment due date.

TERMS OF SERVICE: I understand that access to and use of the RTOWebpay.com Service is governed by the Terms of Service, and by signing this agreement I admit that I have read and agree to be bound by the Terms of Service. The Terms of Service can be found at the following web address: <http://www.rtopro.com/rtowebpaytos.html>

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Customer Signature (Owner / Officer)

Date

Printed Name

Authorization Form

RTO Pro Software
1731 Old Mount Dora DR
Eustis, FL 32726
Phone Number: 352-383-9375
Fax Number: 352-835-0682
Website: www.rtopro.com
E-mail Address: sales@rtopro.com

Today's Date: _____

Customer Information

Customer Name: _____

Name on Account/Card: _____

Address: _____

City, St, Zip: _____

Company FEI for
business acct: _____

Phone: _____

Financial Institution *Circle One* (Bank - S&L - Credit Union)

Name of Institution: _____

Bank Account or CC#: _____

Type of Account

Personal Checking Personal Savings

Business Checking Credit Card

Bank Routing Number | : _____ | : Exp Date if Credit Card: _____

Payment Information

Please debit ongoing payments of \$ _____ from my checking/ savings account or credit card on or after the _____ day of each MONTH until this agreement has been terminated .

First Payment Date _____

AUTHORIZATION

I authorize the electronic debit or debits to my account as outlined in the above form. I understand and agree that the electronic debit will continue until the total amount due plus any return fees are collected or until I revoke this authorization. This authorization is also applicable to any new account information, payment amounts, and/or payment dates provided by me at some future time for the purpose of completing my account.

CHANGE OF INFORMATION: I agree to notify verbally to {phone} or in writing to the above address fifteen (15) or more days prior to any change to the account and/or closing of the account shown above and/or any change or situation that may affect debiting the payment.

RETURNS: I authorize the state authorized fee or returned item fee in the amount of \$20.00 to be debited from my account if a debit is returned unless the returned item was the result of an error by the processor.

CANCELLATION: I understand that I may cancel the electronic debit authorization by providing written notice to the address or phone # above fifteen (15) or more days prior to the next payment due date.

Signature

Date

Printed Name: _____