National Realty Partners

SERVICE PROVIDER ACH ENROLLMENT FORM

At National Realty Partners (NRP) we pride ourselves on providing the best service to all our customers and our service provider partners. In a continued effort to provide you with the best service, we now offer an even more expeditious process for invoice payment, *at no cost to you.*

All service providers are encouraged to electronically submit invoices, in PDF format, directly to our accounting department, via email, at AccountsPayable@NRPartnersLLC.com. This eliminates the need to process an invoice, pay for postage and wait for mail delivery! When submitting, please send only one invoice per email for the most expeditious processing.

Additionally, we offer the option of receiving payments via an electronic funds transfer, again, at no cost to you. Payments will be electronically deposited into your company's designated bank account through ACH (Automated Clearing House). ACH payment remittance advice will be delivered via email to the primary email address on file.

To enroll in ACH payment, simply complete and return the attached form.

Signing up for ACH payments provides several benefits:

Quicker Payments

- ✓ ACH payments are a faster method of payment.
- ✓ ACH payments can be credited to your account in just a few days. Payments made by check can take 7-10 days to be received through the postal service.
- ✓ Usually, banks do not hold ACH payments unlike the checks you deposit. Your funds are available as soon as the ACH payment is credited to your account.

Less Hassle

- ✓ ACH payments eliminate the need for paper checks.
- ✓ Your ACH payment cannot be lost in the mail or delayed due to a forwarded address.
- ✓ You will receive notification and remittance advice for each ACH payment via email.
- ✓ Save time by not traveling to the bank or waiting in line to deposit your check.

If you have any questions about our ACH payments program, please feel free to contact our Accounts Payable team at AccountsPayable@NRPartnersLLC.com.

11091 Sunset Hills Road, Suite 500, Reston, Virginia 20190
P 703.435.3800 ● F 703.689.0949 ● www.NRP.management

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To enroll in ACH payments from National Realty Partners (NRP), please complete the information below. Information on this form is subject to additional verification prior to enrollment in ACH.

SERVICE PROVIDER INFORMATION

SERVICE PROVIDER LEGAL NAME			TAXPAYER ID / EIN (Required)
SERVICE PROVIDER D.B.A. NAME, IF ANY			
ADDRESS	CITY	STATE	ZIP
ACCOUNTING CONTACT NAME	TELEPHONE NUMBER	FAX NUMBER	
EMAIL ADDRESS (PRINT CLEARLY) – *Required to receive remittance.			

NEW ENROLLMENT ONLY (if this is a change or update, please see below)

BANK NAME			TELEPHONE NUMBER
ADDRESS	CITY	STATE	ZIP
ACH ROUTING NUMBER (9 Digits)	ACCOUNT NUMBER	ACCOUNT TYPE ☐ CHECKING ☐ SAVINGS	

UPDATE OR ACCOUNT CHANGE ONLY

BANK NAME			TELEPHONE NUMBER
ADDRESS	CITY	STATE	ZIP
ACH ROUTING NUMBER (9 Digits)	ACCOUNT NUMBER	ACCOUNT TYPE ☐ CHECKING ☐ SAVINGS	
LAST FOUR DIGITS OF PRIOR ENROLLED ACCOUNT NUMBER (Required)	REASON FOR CHANGE		

Certification:

I understand that my enrollment in ACH does not set a requirement or expectation that all payments will be made via ACH and that the payment method will ultimately be decided by National Realty Partners. I understand I am responsible for notifying National Realty Partners of any changes to the information provided and release National Realty Partners and any clients of National Realty Partners of any liability related to enrollment or payment via ACH. I agree to immediately return any erroneous payments that may occur because of payment via ACH. I certify the information provided on this form is true and correct, and that I, as an authorized representative for the above-named company, herby authorize National Realty Partners to electronically deposit payments to the designated bank account. This authority remains in full force until written notice of change or cancellation is received by National Realty Partners. National Realty Partners reserves the right to cancel or suspend this authorization at any time.

Authorization:

Authorized Official Name	Signature	Title	Date

Please send the completed form to National Realty Partners at AccountsPayable@NRPartnersLLC.com or send to the fax number below.

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