

U.S. Bank TelePay – Corporate Central Pay Managing Account Form



Form Instructions

- Section 1** **Account Information**
New setup is pre-filled
- Section 2** **Company Information**
- Section 3** **Take Payment from One of the Following Accounts**
Please fill in a checking or savings account. (Note: Routing number must be exactly 9 digits including zeros.)
- Section 4** **Transfer Payment to Destination-** USB will fill this out for you, no need to enter
- Section 5** **Terms and Conditions**
Once you have read the Terms and Conditions please print your Name, the Company Name, then esign the form. To esign click on the signature box. At the top of the dialog box click on sign in as and choose new ID from the drop down. On the next box select "a new digital ID..." Then click on "New PKCS#12..." On the next page enter your appropriate information once complete click "next". On the next page choose a password, confirm and then click
- Submission** Due to sensitive information on the form, please return form via secure method to your Corporate Payment System Representative (Remit to Client Setup & Maintenance).

U.S. Bank TelePay – Corporate Central Pay Managing Account Form



Section 1: Account Information

Please check one: ☐ Set Up ☐ Change ☐ Cancel

Section 2: Company Information

Company Name

Company Address

Company City, State, Zip

Contact Name

Contact Phone

Contact Email

Section 3: Take Payment from One of the Following Accounts

Payment Type	Financial Institution Name	Routing/Transit Number (9 digits)	Account Number (maximum 14 digits)

Section 4: Transfer Payment to Destination

U.S. Bank Commercial* Card
Account Number

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Section 5: Terms and Conditions

1. Payments can be made from a checking or savings account from most financial institutions in the United States. Payments made after 6 p.m. CST will be posted on the next business day.
2. TelePay payments will be recognized on your monthly statement by the transaction description of "TelePay Payment."
3. If there are non-sufficient funds (NSF) in the account on the day of payment, U.S. Bank will apply a \$15.00 fee per NSF transaction.
4. This authority will remain in effect until you notify U.S. Bank in writing to cancel it, allowing U.S. Bank reasonable time to act.
5. Except where a loss is caused due to negligence or a willful act or omission by U.S. Bank or its employees, U.S. Bank is not liable for any loss due to fraud, embezzlement, or errors by you or your employees relating to establishment of a Telepay process.
6. U.S. Bank reserves the right to cancel the Telepay setup at any time due to returned payments.

By signing below, you (the account holder) authorize the creditor and issuer of the commercial card account, U.S. Bank, to process telephone payments from your designated checking or savings account to make payments to your U.S. Bank Commercial Card account. Your signature also indicates your agreement to the TelePay terms and conditions.

Name (Please Print)

Company Name

Signature

Date

*TelePay is available for all Commercial Cards including Corporate, Executive, Purchasing, Business and Relocation Cards.

Due to sensitive information on the form, please return this Managing Account Form via secure method to: Your Corporate Payment System Representative (Remit to Client Setup & Maintenance).

U.S. Bank to complete:

Company Name

Agent Number