

# Direct Deposit (ACH) Authorization

Authorization for NEPA-PRO LLC to deposit subcontractor compensation directly into the bank account identified below by Automated Clearing House (ACH) transfer.

**Purpose of this document: Captures banking information and the subcontractor's ACH authorization for payment of compensation. This document does not address tax reporting (NPSA-002), compensation rates or schedule (which are governed by NPSA-001 § 5), or any other onboarding matter.**

## Subcontractor Identification

Full legal name: \_\_\_\_\_  
Business / DBA name (if any): \_\_\_\_\_  
Email address (for ACH remittance notices): \_\_\_\_\_  
Mobile phone: \_\_\_\_\_

## Bank Account Information

Receiving bank name: \_\_\_\_\_  
Bank branch city / state: \_\_\_\_\_  
Bank routing number (9 digits): \_\_\_\_\_  
Bank account number: \_\_\_\_\_

Account type (mark one):

- Checking    Savings    Business checking

**Voided check or bank letter required. You must attach one of the following with this authorization, so the routing and account numbers can be verified independently of what you write above: (a) a printed image of a voided check from the account; or (b) a letter on the bank's letterhead, signed by a bank representative, confirming the account holder's name, routing number, and account number. Deposit slips are not acceptable.**

## ACH Authorization

I authorize NEPA-PRO LLC ("the Company") to initiate ACH credit entries to the account identified above for purposes of paying compensation owed to me as a subcontractor on the NEPA-PRO Tradesmen platform. I further authorize the Company, and the depository financial institution named above, to initiate **ACH debit entries to recover any deposit credited to me in error**, in accordance with the rules of the National Automated Clearing House Association (Nacha).

This authorization remains in full force and effect until the Company has received written notification from me of its termination — by email to **service@nepa-pro.com** with the subject "Direct Deposit Termination" — in such time and manner as to afford the Company and the depository institution a reasonable opportunity to act on it (typically **five (5) business days**). I am responsible for keeping the Company informed of any change to my banking information.

I represent that I am the sole or joint owner of the account identified above and that I have authority to initiate this authorization.

**Liability and error correction. The Company's sole obligation under this authorization is to issue ACH credit entries for amounts properly owed. If a deposit is misrouted or rejected because of inaccurate information you provided, you remain responsible for reconciling the transaction with your bank. If a deposit is issued in error or in excess of what is owed, you authorize the Company to recover the overpayment via ACH debit, set-off against future payments, or any other lawful means.**

**Return instructions. Once signed and dated, return this document by email to [service@nepa-pro.com](mailto:service@nepa-pro.com) with the subject line including your full legal name and the document code shown in the header. Mailed copies may be sent to: NEPA-PRO LLC, 14012 Orchard Drive, Clarks Summit, PA 18411. Documents must be received and countersigned by NEPA-PRO LLC before any subcontractor onboarding is finalized.**

## ACCOUNT HOLDER

Signature \_\_\_\_\_

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

Date \_\_\_\_\_