



FP Mailing Solutions
140 N. Mitchell Ct., Suite 200
Addison, IL 60101-5629
Tel 800.341.6052
Fax 800.341.5141

FP[®] Parcel Shipping

Customer Application for Direct Debit of Parcel Postage or Change of Bank Information

We recently received a Direct Debit application from your company in order to add postage to FP Parcel Shipping. Please find attached an authorization form to have parcel (non-meter) postage payments debited directly from your bank account. Upon receipt of your completed authorization, we will send a pre-note or a “test” debit in order to verify your account information. This process normally takes 24 to 48 hours to complete. You can track the progress of the direct debit setup within FP Parcel Shipping.

Direct Debit (ACH) is the quickest way to add parcel postage funds to FP Parcel Shipping. There are no transaction fees for Direct Debit and parcel postage can be added 24 hours a day, 7 days a week, including holidays. Parcel postage funds are added from within the FP Parcel Shipping online application and a password can be created to prevent unauthorized debits.

For security purposes and fraud prevention, the maximum amount of funds that can be added to your FP Parcel Shipping account is \$500.00 per week.

****Debit of parcel postage cannot take place until the authorization procedure has been completed.****

Please email your completed authorization form to parcelACH@fp-usa.com.

If you have any questions regarding the application and or authorization of this request, please contact our Customer Experience Team at (800) 341-6052. We are available to assist you Monday through Friday, 7:30am to 7:00pm Central.



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Customer Authorization for Direct Debit Payment

By completing the information listed below, you are authorizing FP Mailing Solutions to debit (charge) your bank account automatically for the purpose of transferring funds so that you may add postage to the FP Parcel Shipping application. At no time will FP Mailing Solutions debit your account for any amount not authorized by you for parcel postage.

Additionally, you agree to have sufficient funds in your designated account to cover the amount of the debit requested by your company. In your contract for services with FP, it states that you, the customer, agree to pay FP the then-current fee charged by FP's financial institution for ACH direct debit transactions which are rejected, also agrees to pay an additional fee equal to the lesser of \$50.00 or the maximum allowed by law if an electronic payment is returned for any reason.

Any person executing this form on behalf of an organization or entity represents and warrants that he or she is a duly authorized representative and agent of the organization or entity and has the power and authority to bind such organization or entity to the terms.

Please complete all information to avoid any delay.

Authorization

Change of Bank

Company Name:	
Authorized User's Name:	
Telephone No.:	Fax No.:
E-Mail Address:	
Customer Account Number:	

Printed Name:	Title:
Authorized Signature:	Date:

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