



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

Direct Debit Program Application for USPS Postage Meter Reserve Accounts

Application or Change of Bank Information

Thank you for your interest in our Direct Debit program. Attached to this application is an authorization form which will need to be completed and returned in order to have USPS 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 takes 24 to 48 hours to complete.

To ensure payments are successfully processed you must provide your bank with Francotyp Postalia’s (FP Mailing Solutions) Authorized Debtor Reference Number 138-1716563

Customer’s may choose from two options:

RESET DEBIT – This form of debit is the quickest way to obtain postage. ***To instantly transfer funds from your checking account to your USPS postage account, all you need to do is reset your meter.*** There is no need to apply online in advance to have the funds transferred. As an example, if you reset your meter for \$300, as you reset the meter a transfer is initiated to withdraw \$300 from your checking account. This transfer can be performed 24 hours a day, 7 days a week, including holidays.

DEBIT ON DEMAND – This form of debit requires you to log in to your account through the FP Customer Portals online <https://www.fp-usa.com/customer-portals> to request a funds transfer from your designated bank account to your USPS postage meter reserve account prior to resetting your meter. This must be done for each debit transaction. Funds will be made available immediately upon confirmation of the request. Our website is available 7 days a week, 24 hours a day.

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

Questions regarding the status of your Direct Debit application or authorization form can be directed to our Customer Experience Team (800) 341-6052 or by email postage@fp-usa.com

Debit of USPS postage funds cannot take place until the authorization procedure is completed



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Customer Authorization for Direct Debit Payments for USPS Postage Meter Reserve Account Funding

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 to the United States Postal Service so that you may download postage funds to your FP postage meter(s) through its **teleset™** system. In addition, you agree to have sufficient funds in your designated account to cover the amount of the debit requested by your company. **There will be a \$50 fee billed to the customer for failed payments.**

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Please complete all information to avoid any delay.

Authorization

Change of Bank

Company Name:			
Authorized User's Name:			
Telephone #:		Fax #:	
E-Mail Address:			
E-Mail Statement After Reset Desired?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Meter Serial #:		Customer Account #:	

Printed Name:		Title:	
Authorized Signature:		Date:	

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

At no time will FP Mailing Solutions debit your account for any amount not authorized by you for postage. Additional information about postage payment requirements is available in FP's General Terms and Conditions under the following two sections: *Acknowledgement of Deposit Requirements* and *USPS Acknowledgement*
www.fp-usa.com/terms-and-conditions