



**DIRECT DEPOSIT OF COMMISSIONS**

BIS, Inc. is pleased to introduce Electronic Funds Transfer (EFT) for direct deposit of your commissions.

Using EFT means commissions will be directly deposited into the account of your choice. You will still receive your statements from BIS, Inc.

Please complete the authorization form below and email it to [operations@your-bis.com](mailto:operations@your-bis.com). Or mail it to Business Insurance Services, Inc 933 East Columbus Ave, Springfield, MA 01105 attention: Alana Sambor please include a voided check. If you choose to have the money credited to your savings account please include a deposit slip.

EFT is a fast and timely way to manage your commissions. If you have any questions, please contact me at [operations@your-bis.com](mailto:operations@your-bis.com) or 413-726-3908.

Sincerely,

Alana L Sambor  
Director of Operations

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**Authorization for Direct Deposit of Commissions**

Agent Code: \_\_\_\_\_

Agency Contact: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

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Name of Depositor as shown on Bank Records:

Account# \_\_\_\_\_

Checking: \_\_\_\_\_

Savings: \_\_\_\_\_

Routing# \_\_\_\_\_

Bank Name: \_\_\_\_\_

Bank Address: \_\_\_\_\_

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I hereby authorize Business Insurance Services, Inc. (or its assigns) (hereafter BIS) to initiate credits, and/or correctionst o any previous credits, to the account referenced above for commissions due me. I understand any NSF charges will be my responsibility. This authorization is to remain in full force and effect until five (5) business days after BIS Commission Depoartment has received notification in writing.

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_