



### Wire Drawdown Instructions and Authorization Form

A wire drawdown is a business to business transaction where a company authorizes another party, such as Kotapay, to withdraw funds from their account via a wire transfer. It is called a wire drawdown because it is initiated by Kotapay, rather than by you. Not all banks are able to process drawdown requests. Please check with your bank regarding availability.

**BEFORE SUBMITTING THIS FORM: provide this information to your bank and verify Wire Drawdown requests from Kotapay will be accepted.**

Originating Bank Name: **First International Bank & Trust 100 N Main Watford City, ND 58854**

Originating Bank ABA: **091305031**

Beneficiary Account name to credit: **Kotapay**

Beneficiary Account number to credit: **001742**

For further credit to: Company Name: \_\_\_\_\_ EIN#: \_\_\_\_\_

**Please provide the following information:**

Company Name: \_\_\_\_\_ EIN #: \_\_\_\_\_

Receiving Bank Name (YOUR Bank): \_\_\_\_\_ Account Name: \_\_\_\_\_

Receiving Bank ABA (Routing Number): \_\_\_\_\_ Account Number: \_\_\_\_\_

Special Instructions (optional): \_\_\_\_\_

**Apply rules to your Wire Drawdown.** Select the amount in which to automatically process transactions as a Wire Drawdown or select "Always WDD" if you want

- Payroll Direct Deposit    Amount equal to or greater than: \$ \_\_\_\_\_ should automatically process as a wire drawdown     Always WDD
- Tax Payment    Amount equal to or greater than: \$ \_\_\_\_\_ should automatically process as a wire drawdown     Always WDD
- Tax Impound    Amount equal to or greater than: \$ \_\_\_\_\_ should automatically process as a wire drawdown     Always WDD
- Vendor Payment    Amount equal to or greater than: \$ \_\_\_\_\_ should automatically process as a wire drawdown     Always WDD
- Net Pay Impound    Amount equal to or greater than: \$ \_\_\_\_\_ should automatically process as a wire drawdown     Always WDD
- Billing Impound    Amount equal to or greater than: \$ \_\_\_\_\_ should automatically process as a wire drawdown     Always WDD

I attest the information provided is accurate and the Wire Drawdown **setup is completed with my bank**. By signing this authorization form, I authorize Kotapay to initiate a wire debit to the above account.

\_\_\_\_\_  
Signature (authorized signer for company)

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Title

\*Please upload completed form to Kotapay