



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: \$ N/A should automatically process as a wire drawdown Always WDD
- Net Pay Impound Amount equal to or greater than: \$ N/A 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