

Add ACH as a new payment method

Please enter the relevant details in the fields below.

Merchant name	
Merchant address	
Merchant phone number	
Person requesting change	
Requestor title	
Requestor phone number	
Requestor email address	

ACH Processing Information

Monthly ACH volume	
Annual ACH volume	
Average ACH ticket	
Highest ACH ticket	

ACH Fees

Per transaction fee:	0.50%
Dispute fee:	\$25.00
Return fee:	\$10.00

ACH Processing Rules change from time to time. Each originator of ACH transactions is expected to know and follow the rules as determined by the National Automated Clearing House Association (NACHA) including the use of proper authorizations. ACH payments may take 1-4 business days to be deposited into your merchant account. Payments will display as pending on the merchant portal Payments page and will not be listed in the Payouts section until the amount successfully clears the bank. If the transaction is not successful, it will appear as failed on the Payments page. Products and/or services **should not** be provided to the customer until the payment is deposited to your account. You are liable for any products and/or services that are completed or given prior to an ACH transaction being deposited to your account. Approved ACH transactions will display as succeeded on the merchant portal Payments page, and the amount will be included in your Payouts.

Unlike credit card disputes, all ACH Direct Debit disputes are final, and there is no process for appeal. If a customer successfully disputes a payment, you must contact them if you want to resolve the situation. If you proactively issue your customer a refund while the customer's bank also initiates the dispute process, your customer might receive two credits for the same transaction.

Dealer signature _____

Dealer name (Printed) _____

Date _____

Once you've filled out your form, click the Submit button to automatically open your email application with the form attached, or you can manually save and email the form to acctmaintenance@cyncl.com