



# USPS® PostageNow™ – ACH Debit for Postage Customer Authorization and Agreement

PostageNow™ is a service from the USPS® that allows **Neopost/Quadiant** meter customers to have immediate access to postage with an automatic electronic payment process. To start using PostageNow™ to pay for your **Postage-On-Call® (POC)** meter postage, simply complete this form and fax it to **Quadiant** for processing. Incomplete forms will not be setup, requiring the customer to fund postage meters via another funding option. This form can be used for account updates, retransmits and terminations.

### Customer Information

Company Name	
Contact Name	
Mailing Address	
City, St., Zip	
Phone Number	Fax Number
Email Address	

### Account Information

POC Account #	Meter Serial #
Bank Name	
Bank Address	City, St., Zip
9-Digit Bank Transit / ABA Routing #	
Customer Bank Account #	
Account Type (Checking, Savings)	

Please indicate (check one):  New set-up     Account update     Retransmit     Terminate

### Notes

- If you have debit blocks on your bank account, please make sure that you have Quadiant set up with your bank as an authorized debtor. Your bank will need our **company ID #1942388882**.
- Please provide a copy of a voided check or a letter from your bank showing your routing number and bank account number.

### Terms of Agreement

1. Quadiant will conduct a PostageNow™ account system test called a pre-notification (pre-note). Pre-notes help ensure the accuracy and reliability of your bank routing number, bank account number and related account-processing procedures. Quadiant will generate a \$10.00 pre-note transaction that will be debited from your designated bank account and will serve as the pre-note test. After a successful test, the \$10.00 will be deposited to your POC account to be used for postage.
2. There is a \$50 annual maintenance fee. Once the pre-note is complete, Quadiant will initiate a transaction for the first year maintenance fee. Thereafter, the annual, non-refundable maintenance fee will be debited from your bank account on the anniversary date of your enrollment. There is a \$25 fee for any returned ACH debits from your bank. Quadiant reserves the right to change the terms and fee structure for the PostageNow™ service upon 30 days written notice.
3. You may add postage to your meter(s) at any time. The amount of postage you add to your meter(s) through PostageNow™ will be automatically deducted from your designated bank account you authorize.
4. This PostageNow™ agreement is subject to, and the parties agree to be bound by, the National Automated Clearing House Association (NACHA) rules relating to Corporate Trade Payment entries in the administration of these debit entries. Any issues, objections or discrepancies regarding the amounts debited should be reported in writing, within 90 days from the debit date, by Certified Mail-Return Receipt Requested, to Quadiant Postage Administration. Failure to deliver such notice within the prescribed period shall constitute an absolute waiver by the customer of any and all remedies, causes of action and other forms of relief arising out of or in connection with each such debit transaction.
5. I agree that any information submitted to Quadiant on this Customer Authorization and Agreement is submitted as if it were submitted via Quadiant's website, and as such, the following terms shall govern my submission of such data: <https://www.quadiant.com/ach-privacy-notice>.
6. Information submitted to Quadiant on this Customer Authorization and Agreement shall be retained pursuant to the terms of the ACH Privacy Notice.

PostageNow™ is a registered trademark of the USPS®.

### USPS® PostageNow™ Customer Authorization

I acknowledge that I have read and agree to the terms of the PostageNow™ postage payment service. I authorize Quadiant to debit the designated bank account identified above to pay for postage downloads through the Postage-On-Call account on behalf of the USPS®. This authority is to remain in full force and effect until Quadiant has received 30 days written notification of its termination from me or my organization. In addition, Quadiant, at its discretion, may terminate my use of the PostageNow™ service. Any termination will take effect only after all entries originated by Quadiant have been honored.

Name	Title	
Signature		Date

**Please submit this form via fax to 800.237.0692 or via email to [us.pocadmin@quadiant.com](mailto:us.pocadmin@quadiant.com).  
Questions, please call Customer Service at 800.636.7678.**

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