

Payment Services Agreement

Please provide the following documents to enable AliasWire receivables and/or payables services:

Basic Documents Always Required
<input checked="" type="checkbox"/> Complete highlighted sections of the Services Agreement

Receivables Check List Additional Items Required (if services are requested)
<input checked="" type="checkbox"/> Complete Exhibit A: Receivables Pricing
<input checked="" type="checkbox"/> Complete 'Property Import Spreadsheet'; authorizes payments to be credited to depository accounts
<input checked="" type="checkbox"/> Attach 3 Months of Bank Statements & voided check of Master Merchant
<input checked="" type="checkbox"/> Assessment/ Rent roll for communities

Payables Check List Additional Items Required (if services are requested)
<input checked="" type="checkbox"/> Complete Exhibit B: Payables Pricing
<input checked="" type="checkbox"/> Complete Exhibit C: Payables Addendum
<input checked="" type="checkbox"/> Complete ACH debit Authorization Forms; authorizes payments to be debited from depository accounts
<input checked="" type="checkbox"/> Complete Exhibit D: Virtual Card Agreement

✓ **Implementation team:**

- <https://aliaswire.atlassian.net/servicedesk/customer/portal/4>

✓ **Implementation escalations:**

- Michael Tango: <mtango@aliaswire.com>

AliasWire Services Agreement

BUSINESS & CONTACT INFORMATION									
Legal Name:					DBA Name:				
Physical Address:				City:			State:	ZIP:	
Billing Address: (if different)				City:			State:	ZIP:	
Phone:		Fax:		Customer Service Phone:			Website Address/URL:		
Primary Contact Name:			Title:		Phone:		Email Address:		
Secondary Contact Name:			Title:		Phone:		Email Address:		
BUSINESS PROFILE									
Business Structure: (Select one) <input type="checkbox"/> Corporation <input type="checkbox"/> Corporation (Publicly-Traded) <input checked="" type="checkbox"/> LLC <input type="checkbox"/> LLP <input type="checkbox"/> Non-Profit <input type="checkbox"/> PA / PC <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Other								Stock Symbol: N/A	
Federal Tax ID # / EIN:		Date Formed:		Length of Current Ownership:		Business Type/Industry: (include NAICS or SIC Code if available) Property Mgmt Software: Real Estate Payments			
Provide a detailed description of the products/services that you provide: Rent / Housing / Maint. Fees/ Deposits/ etc.									
Describe the primary method of marketing your products/services: Email, referrals, print, web					Refund Policy: n/a				
OFFICER/OFFICER INFORMATION						(Please provide a legible copy of drivers license)			
Primary Officer Name:			Title:		Ownership %:	Date of Birth:		Social Security Number:	
Home Address:				City:		State:		ZIP:	
Secondary Officer Name:			Title:		Ownership %:	Date of Birth:		Social Security Number:	
Home Address:				City:		State:		ZIP:	
SERVICES / TRANSACTION SUBMISSION OPTIONS (Select all that apply)									
Receivables: <input checked="" type="checkbox"/> Payor and Admin Portal <input type="checkbox"/> Swipe Capability (requires swipe device) <input type="checkbox"/> Integrated e-Bill Presentment <input checked="" type="checkbox"/> API, Web Services, and/or SFTP rails Payables: <input type="checkbox"/> eVendor Payments Portal <input checked="" type="checkbox"/> Vendor Enablement <input checked="" type="checkbox"/> API, Web Services, and/or SFTP rails <input type="checkbox"/> Payables Management Solution (eDropbox, Invoice Scanning, Data entry)									
TRANSACTION TYPES (Select all that apply)			Receivables: Payments CCD/PPD: (Select all that apply) <input checked="" type="checkbox"/> Credit Card <input checked="" type="checkbox"/> eCheck/ ACH <input checked="" type="checkbox"/> ACH Debit <input checked="" type="checkbox"/> ACH Recurring Debit <input checked="" type="checkbox"/> ACH Refund <input checked="" type="checkbox"/> WEB - Internet Check <input checked="" type="checkbox"/> TEL - Telephone Check) <input type="checkbox"/> BillPay <input type="checkbox"/> RDC <input type="checkbox"/> Lockbox <input type="checkbox"/> IVR Payables: <input type="checkbox"/> Virtual Card <input type="checkbox"/> Physical Card (Purchasing, Travel, & Fuel)						
			Preauthorized Other ACH:						
PRIMARY BUSINESS BANKING INFORMATION FOR FEES									
Enter your primary settlement account information here. Please include a voided check for account verification.									

Bank Name:		Bank Officer/Contact Name:	Phone:	
Bank Address:		City:	State:	ZIP:
Name on Account/Location Display Name:				
ABA Routing/Transit Number:	Bank Account Number:	Account Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings		
ADDITIONAL BANK ACCOUNTS – “LOCATIONS”				
Additional location information to be supplied in the format requested in 'Property Import Spreadsheet' for each location (ex: Rental or HOA Community account, ancillary fee accounts, etc.). Each location added on spreadsheet is setup for funds transfer.				

SIGNATURES

On behalf of the foregoing legal business ("Merchant"), to induce AliasWire (and its Service Providers ProfitStars and CPayPlus) reliance thereon, the undersigned certifies the accuracy of all the foregoing information and authorizes AliasWire and its Service Providers to investigate any and all references, statements or other data contained herein or obtained from Merchant, other persons, companies or agencies pertaining to Merchant's and/or Guarantor's credit, financial responsibility and accuracy of any of the foregoing information. The undersigned further agrees to notify AliasWire and service providers of any and all changes which may occur from time to time in the information and statements contained herein. The person(s) signing this agreement certifies that he/she is authorized to enter into this agreement on behalf of Merchant.

WARRANTY OF APPLICATION: In connection with this Agreement, Merchant has executed and delivered an application to AliasWire Service Providers containing, among other things, information describing the nature of Merchant's business. Merchant warrants to AliasWire that all information and statements contained in such application are true, correct, and complete. Merchant further agrees to notify AliasWire/Service Providers promptly of any changes which may occur from time to time regarding any information contained in such application, including, but not limited to, type of goods and services provided and how sales are completed. Merchant identified on approved applications shall be jointly and severally liable to AliasWire/Service Providers and remain liable for any and all loss, costs and expense suffered or incurred by AliasWire/DirectBiller Service Providers.

MERCHANT CERTIFICATION

Merchant (Customer) certifies that the Payee which they send transactions for processing meet the following criteria:

- They are Payee is legally registered with the Secretary of State and any other required agency.
- The Payee's all have federal tax ID's and 501(c) IDs which will be provided.
- The transactions sent to for processing are for legitimate Payee fees.
- The Payees are all known to Merchant and are considered to be in good standing.

This payment service agreement between (Please insert Management Company Name here) ("Customer" or "Merchant") located at the address indicated herein and AliasWire located at 152 Middlesex Turnpike, Burlington MA 01803. AliasWire is in the business of owning, operating, and providing online payment software and services that facilitate online payments (collectively "Online Payments"). This Agreement (inclusive of any Exhibits) governs the terms and conditions of the provision of Online Payments by AliasWire to Customer.

Primary Signature:	
Name: (please print)	
Title:	
Signature: X	Date:

Secondary Signature:	
Name: (please print)	
Title:	
Signature: X	Date: