

## PRE-FUNDING AUTHORIZATION CREDIT CARD

I request and authorize Better Business Planning, Inc. (BBP) and/or its designee to debit amounts due for my Benefits Account usage, and I request and authorize the Financial Institution named below to accept and honor the same from my account. This Authorization will remain in effect until I notify BBP in writing to terminate and BBP has a reasonable time to act on the termination.

Credit Card Authorization:



VISA     MasterCard     Discover     AMEX

Account Information:

Employer Name: \_\_\_\_\_

Authorized User First and Last name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Name of Authorized Employee for account above: \_\_\_\_\_

Signature Authorization for credit card: \_\_\_\_\_

Credit Card #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CVV2: \_\_\_\_\_

Name of Employees and e-mail addresses that need manual claim report: \_\_\_\_\_

### How is BBP reimbursing your employees?

BBP Debit Card                       Manual Claim Reimbursement

### How often would you like e-mails about usage in your account?

Weekly             Bi-Weekly             Other: \_\_\_\_\_

Daily reimbursements will require an additional fee. BBP will adjudicate debit card claims every business day. If debit card or manual claims are not set-up with employer information than additional fees will apply. BBP does have a pre-funded account option, but since that requires additional accounting, additional fees apply to that account structure. Failure to prefund your account will result in account being frozen until funds arrive.

### BBP Fees

BBP will pull fees from above credit card on a monthly basis for our administration.

